

# SIMPLE FORM CONTRACT (June 2024)

***(For services when the total cost does not exceed $5000 plus documented expenses)***

[[ Name (Primary Second Party) ]] agrees to perform the following services for Mississippi State University, for the cost shown below. Payment will not be due until the services are completed in full to the satisfaction of Mississippi State University.

Description of services:[[ Summary ]]

Cost: [[ Please add rate for services below or attach to the Attachments tab ]]

Contract begins on the date signed by both parties. Contract ends on: [[ End Date ]]

Provider address: [[ Street Line 1 (Primary Second Party) ]] [[ City/Town (Primary Second Party) ]] [[ State/Province (Primary Second Party) ]], [[ Postal Code (Primary Second Party) ]]

* This contract incorporates the MSU Standard Addendum as shown at

<https://www.contracts.msstate.edu/sites/www.contracts.msstate.edu/files/2025-03/standardaddendum.pdf>

* This contract is not valid if the cost exceeds $5000 plus documented expenses.
* This contract is not valid if the provider is a current or prior MSU employee without HR approval.
* This contract is not valid if the provider is a PERS retiree without HR approval.
* If this contract is with an individual, the contract is not valid if the classification check list is not attached with HR approval.

No other terms or conditions apply.

**{{Sig\_es\_:signer2:signature}}**

Signature of Provider

**{{Sig\_es\_:signer1:signature}}**

Jeremy Clay   
Director of Contract Administration

This document must be completed and signed prior to services being performed. A copy of the documents should be included with the invoice and Direct Pay Voucher when the department submits the request for payment.