

**Auburn University  
Professional Services Contract**

PPS Use Only - PSC Number

AU Department Contact \_\_\_\_\_ Contact Phone \_\_\_\_\_

Auburn University, \_\_\_\_\_ / \_\_\_\_\_ and,  
Department Name Address

\_\_\_\_\_, the Contractor, hereby agree that:

1. The Contractor, acting in support of (project/contract/grant): \_\_\_\_\_

at Auburn University will provide the following professional services (be specific):

2. The rendering of services will provide: (opinion, report, recommendation, etc):

3. The Contractor will provide the above services on the following dates or time period:

4. The Contractor will provide the above services at the following location(s): \_\_\_\_\_

5. The Contractor will be compensated by Auburn University for the above services at the following rate:

6. The University Account Number that will fund the activity: \_\_\_\_\_

7. The Contractor will receive compensation for services provided according to the following schedule:

8. The Contractor will \_\_\_\_\_ will not be reimbursed for travel expenses. If travel expenses are to be paid to the contractor, a signed statement of expenses including an itemization of the actual transportation, lodging, meals and miscellaneous expenses with appropriate receipts is to be submitted by the Contractor.

9. The Contractor's country of citizenship (or incorporation) is: \_\_\_\_\_  
If the country of citizenship is anything other than the US, contact the Non-Resident Alien Tax Specialist at 844-4754 regarding additional paperwork requirements. Payments to non-US citizens must be approved by Non-Resident Alien Tax Specialist.

10. Will a retiree(s) from an Alabama Teachers/Employees Retirement Systems (TRS/ERS) affiliated entity be assigned to this project? If so, disclose the name(s) of that individual(s): \_\_\_\_\_

**Statement of Disclosure of Public Relationships**

In accordance with Alabama State law Act 2001-955, Section 4(a)(1)(2), and (3) Auburn University policy requires the disclosure of certain information regarding vendors and their relationships with the University.

By submitting your bid, contract, proposal, or grant, you affirm under oath that no such relationships exist. If such relationships do exist and the contract value will exceed \$5000, you will be required to submit a more detailed form in association with this Bid/Proposal/Contract/Grant available on [www.auburn.edu/pps](http://www.auburn.edu/pps). In the case of competitive bids, this disclosure is only required from the person receiving the contract. The contract will not be awarded to any person refusing to disclose the required information if relationships do exist.

**Equal Opportunity/Non-Discrimination**

Both parties of this contract will comply with all applicable federal and state regulations, rules, and laws, including Executive Order 11246, 504 ADA, and 38 USC 4212 relative to equal opportunity and non-discrimination, unless this agreement is exempted under the rules, regulations, or orders of the Secretary of Labor.

**Vendor Registration**

All nonemployee persons and/or vendors providing professional services to AU/ACES/AUM as independent contractors **MUST** register via the AU Vendor Center: <http://vendor.auburnuniversity.net>

This contract has been reviewed and approved as conforming to Auburn University guidelines as outlined in the Financial Policies and Procedures Manual by the undersigned Auburn University personnel:

_____	_____	_____
Department Head	Dean or Director	Procurement & Payment Services
_____	_____	_____
Date	Date	Date
_____	_____	_____
Payroll & Benefits (Non-US citizens only)	VP for Research (Contracts & Grants Accounts Only)	Vice President's Office (Over \$10,000)
_____	_____	_____
Date	Date	Date

This contract has been reviewed and accepted by the undersigned contractor:

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_

AU Vendor/Person # \_\_\_\_\_ ADDRESS: \_\_\_\_\_

or \_\_\_\_\_

SSN #/TIN: \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_

AU Department:  
After completion and approvals, send completed form to Procurement and Payment Services, 311 Ingram Hall.