## C-Click or tap here to enter text.

## DUAL SERVICES

**MEMORANDUM OF AGREEMENT**

This agreement, dated Click here to enter a date., signifies agreement between Austin Peay State University (“Vendor”) and Click here to enter text. (“Procurer”) concerning services of its employee as follows:

1. Vendor agrees to furnish the services of its full-time employee, Click here to enter text., Social Security No. (last four digits only) Click here to enter text., who will perform the following services for Procurer: Click here to enter text.
2. Vendor Compensation:

|  |  |
| --- | --- |
| $Click here to enter text. | Base Amount |
| Click here to enter text. | FICA @ Click or tap here to enter text.% |
| Click here to enter text. | Medicare @ Click or tap here to enter text.% |
| Click here to enter text. | Retirement @ Click or tap here to enter text. % |
| $Click here to enter text.$ | Maximum financial obligation of Procurer: |

3. Procurer will make payment after completion of service and receipt of Vendor’s invoice, sent to:

Click here to enter text.   
Attn: Click here to enter text.  
Address Click here to enter text.  
 Click here to enter text.

4. The term of this contract shall be from Click or tap to enter a date. to Click or tap to enter a date.

5. Either party may terminate this agreement by giving written notice to the other at least Click here to enter text. days prior to the effective date of termination. In that event, the Vendor is entitled to just and equitable compensation for any satisfactory work completed as of the termination date. In addition, The Procurer has the right to immediately terminate this agreement and withhold payments in excess of fair compensation for work completed in the event that the employee fails to perform in a timely and proper manner or breaches any material term of this agreement.

6. This agreement cannot be assigned or subcontracted without the parties’ written consent.

7.   The parties affirm that they will not discriminate against any employee or applicant for employment because of race, age, religion, creed, color, sex, disability, veteran status or national origin and will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection available to employees and applicants for employment.

Signature Page to Follow:

APPROVED:

|  |  |
| --- | --- |
| Vendor: | Procurer: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title | President |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| STATE DEPARTMENT\*: | FINANCE & ADMINISTRATION\*: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

#### *\*If compensation is $1,500 or more, agreement requires approval by the commissioner of the Department of the state agency providing the employee’s services and of the appropriate official for Finance & Administration. This does not include Tennessee Board of Regents (TBR), TBR schools, Locally Governed Institutions (LGI), or UT System.*