

**University of Oregon (“University”)
Purchase Order for Services
Speakers and Performers Only
Instructions**

The Purchase Order for Services may only be used for agreements with one-time event speakers and performers under \$5,000 not lasting more than seven consecutive days.

Other limitations: Cannot include vendor terms and conditions. Work may not include unsupervised contact with minors, work outside of US, or services provided by a current employee.

1. **Signature Authority.** This form must be signed by an individual who has been granted Level 1 or Level 2 Delegated Contracting Authority (“L1CA”, “L2CA”) from the Chief Procurement Officer of Purchasing and Contracting Services (“PCS”). If you do not have L1CA or L2CA, please submit your matter through the UO Purchasing Portal rather than filling out this form.
2. **Contractor.** If Contractor is a new vendor (not previously set-up in Banner), follow the instructions set forth at <https://ba.uoregon.edu/content/vendor-setup>.

Additionally, If Contractor is a non-resident alien individual or entity, regardless of whether Contractor is a new vendor, follow the instructions set forth at <https://ba.uoregon.edu/content/payment-process-for-international-visitors>.

If you have any questions regarding vendor set-up, resident alien, or non-resident alien requirements, please contact Accounts Payable at (541) 346-3143.

3. **Form Completion** (Make sure to remove any instructions, sample language or bracketed language in the form.) **IF SERVICES HAVE ALREADY BEEN COMPLETED, DO NOT USE THIS FORM.** Please submit an intake sheet in the UO Purchasing Portal for an after the fact Personal Services Contract (“PSC”).
 - 3.1. **Purchase Order Number.** Each contract should have a unique number for tracking that contract. Create a unique number and insert this into the “PURCHASE ORDER NUMBER” field.
 - 3.2. **Contractor Information.** Insert the Contractor’s complete legal name. This is either the full name of the individual if Contractor is a sole proprietorship or the name published on the website of the secretary of state in the state in which the company is incorporated or organized. **DO NOT USE ABBREVIATIONS.** If the Contractor would like to provide its “doing business as” (dba) name, it may but the contract must list the Contractor’s full legal name then its dba. Insert the Contractor’s mailing address used for Tax Reporting. Insert the Contractor’s email address. Insert the Contractor’s phone number.
 - 3.3. **Department Contact Information.** Insert the Department’s contact name. Insert Department name. Insert Department address. Insert the Department’s contact phone number. Insert Department’s contact email address.
 - 3.4. **Contract Term.** Insert the Start Date for services to begin. Insert the End Date for services to end. The End Date must be entered and may not be left blank. **Not valid for a Contract Term lasting more than seven consecutive days.**
 - 3.5. **Statement of Work.** Provide a complete description of the agreed upon services that will be rendered including specific work elements, tasks, deliverables and associated timeline. Use consistent terminology for defined terms (i.e. University of Oregon is defined as “University”

not “UO” or “Oregon”). The Statement of Work should be drafted with enough detail and specificity so that an independent third party can read and understand what is expected under the contract without being required to obtain additional information from outside sources.

- 3.6. **Contract Fee.** Insert the fee for services. PCS highly recommends a fixed fee for services rather than hourly rates.
- 3.7. **Expenses and Reimbursement.** If the department marks the “check box”, Contractor will not be paid any reimbursements or expenses by University under this Contract. PCS recommends leaving the box checked and not paying for expenses. Independent Contractors should pay their own expenses, even if this means they would increase their fixed fee.
 - 3.7.1. **Not to Exceed (“NTE”) Reimbursable Expenses.** Insert the NTE amount and what expenses will be reimbursed.
 - 3.7.2. **Not to Exceed (“NTE”) Direct Expenses.** Insert the NTE amount and what expenses will be paid directly by University.
- 3.8. **Not to Exceed Contract Maximum Compensation.** Insert the NTE amount (i.e. Contract Fee + NTE Reimbursable Expenses + NTE Direct Expenses). NTE amount must to be under \$5,000.00.
- 3.9. **Insurance Requirements.** Mark the appropriate check boxes, if applicable. Generally insurance is not needed for these agreements unless a performance is risky. For guidance, contact Safety and Risk Management.
- 3.10. **Prepared By.** Insert name of department individual completing form.
- 3.11. **Phone Number.** Insert phone number of department individual completing form.
- 3.12. **Funds Authorized By.** Insert name of department individual who has authorized the fund expenditure.
- 3.13. **Phone Number.** Insert phone number of department individual who has authorized the fund expenditure.
- 3.14. **Purchase Order Signature.** Signed by department individual exercising their Level 1 or Level 2 Contracting Authority.
- 3.15. **Date.** Insert date signed.