



actually and necessarily expended in connection with the performance of this Agreement and evidenced by receipts (i.e. transportation, lodging, and mileage) and are in accordance with State guidelines. The rates specified in this Agreement shall not be increased without the approval of the Department Vice President or Dean and the Office of Business Services.

The Lecturer/Performer and the KSU Department Representative certify that there is no Conflict of Interest in recommending this service/lecture/performance. The Lecturer/Performer has no relationship outside of this Agreement with any KSU employee. This Agreement or any performance required by it shall not be assigned or delegated without the express written consent of the KSU Department Representative or Project Manager.

**In witness whereof, the parties have executed this agreement in multiple originals of two (2). This agreement is only binding and valid if signed by the Lecturer/Performer, the KSU Department Vice President or Dean, and the International Tax Specialist, if applicable.**

\_\_\_\_\_  
Lecturer/Performer Signature      Vendor Number\*\*      Date      Telephone No.

\_\_\_\_\_  
Street Address (Please Print)      City      State      Zip Code      Email Address

\_\_\_\_\_  
Dean or VP Approval      Date      International Tax Specialist\*  
(Required for all payments to  
Internationals)      Date

---

---

**FOR LECTURES OR PERFORMANCES WITH A COST OF \$5,000 OR MORE,**  
University Procurement Officer's signature and Sole Source Justification form is required.

\_\_\_\_\_  
University Procurement Officer      Date

=====  
**This section must be completed after services have been rendered and all receipts for expenses under this agreement have been collected, reviewed, and attached.**

**PAYMENT AUTHORIZATION:**

I, \_\_\_\_\_, as the KSU representative/project manager responsible for supervising/coordinating the services under this Lecture/Performance Agreement, certify that the services listed in Section 1 of this page have been performed in accordance with the Agreement and in a satisfactory manner. Accordingly, payment is authorized as detailed above.

\_\_\_\_\_  
Name (please print)      Title

\_\_\_\_\_  
KSU Department Rep/Project Manager      Date

=====  
**\*Payments to Internationals are governed by Federal Regulations and subject to certain tax withholdings. As such, all agreements to pay internationals will not be considered valid without the approval of the International Tax Specialist (Nancy Sanders).**

**\*\*The University Business Office requires a completed vendor information form (see our website).**