

Instructions for Lecture/Performance Agreement

Lecture/Performance Agreements should be used for classroom presentations, models (art classes), recitals, concerts. It is a fixed, short-term agreement with an individual or entity. Please note that this form should **not** be used for Consultants. Consultants provide advice, assistance, and recommendations while Lecture/Performers provide a distinct, time-limited service.

Pre-Processing:

- Contact Human Resources to determine if there is an employer/employee relationship.
- If the lecturer/performer is not a U.S. citizen or resident alien (Foreign National), please contact Nancy Sanders, International Tax Specialist at ext. 3536. **Agreements with internationals are not valid without approval from the International Tax Specialist.**
- For lectures and performances that cost **\$5,000 or more**, please complete a sole source justification form which can be found on the Business Services website. Complete the form and submit it, via email, to Donna Bertrand, dbertra1@kennesaw.edu, prior to completing the Lecture/Performance Agreement.
- If payment for the lecturer/performer is required on the same date as the lecture/performance, please call Karen Gardner, Accounts Payable Supervisor at 770-499-3622.

Processing Instructions:

- Check the Acquired Goods & Services System to determine whether the lecturer/performer is a vendor on the system, as follows:
 1. Go to the KSU Campus web page (<http://campus.kennesaw.edu>).
 2. Select KSU Portal by clicking on it once and log in by using your Net ID and password. First time KSU Portal users should get a generic password from ESS by requesting an AGS account at: http://its.kennesaw.edu/service_desk/account_request_form.htm
 3. Select Acquired Goods & Service System.
 4. Select "Enter New Payment/Payroll Request.
 5. Select the first letter of the vendor you will be choosing from the drop down box and click "Show Vendor List."
 6. Scroll down to the vendor you are choosing and click on their name.

7. A "Vendor Information" screen will appear which will list one or more vendor locations for the name you have selected.
8. If your vendor is not listed under that letter, you may hit the "back" button and search by a different letter. If your vendor is not listed, go to Business and Finance on the main KSU web site, then select Procurement. Select Purchasing Forms, and then click on "Vendor Information Form". Email or fax the appropriate form, i.e., individual, company, or international, to the vendor for completion. Vendor should fax the form to 770-423-6474 to be added to the KSU Vendor database. **Please remind the vendor to sign the form before faxing it. Only forms received directly from the vendor will be accepted.**

- Complete the Lecture/Performance Agreement

1. Enter the legal name of the lecturer/performer in the first line. The legal name is the name shown on the vendor's social security identification or federal employer identification. The name must match the name on the Vendor Information Form that was completed by the vendor.
2. Enter the sum (the agreed-upon price) and date(s) for the service on the second line, in the space provided. Include all travel-related expenses (hotel, airfare, taxi service, etc) in the total sum of the Agreement. Lecturers/Performers should be advised to select economically-priced travel arrangements, i.e. airfare, automobile rentals, hotels, etc.

For lecturers who are employment candidates, indicate only the reimbursable travel amount and draw a line through the word "plus" which precedes "reimbursable travel expenses" on the second line of this section.

3. **Provide a detailed description of the deliverables/services to be rendered. Attach a separate page if needed. Please include in the description: type of service, the expertise/talent, number of performers/lecturers, specific dates, times, length of lecture/performance, travel and hotel expenses, if any. In the table provided in Section I, assign a price to each lecture or performance module. Lecturer/Performer will be paid based on delivery of the specified service only. Skip this step for employment candidates, who are providing lectures as part of the interview process, and will be receiving travel reimbursement only.**
4. Fax the original and a copy to the lecturer/performer signature.
5. Lecturer/Performer must indicate whether he/she is a **retiree from the University System of Georgia and/or a former KSU employee.**

6. Lecturer/Performer signs and enters their vendor number, address and daytime telephone number on both copies of the agreement in the space provided. The vendor number is issued by Business Services, upon receipt of the appropriate Vendor Information Form. **For employment candidates providing a lecture as part of the interview process, where only travel reimbursement is applicable, please indicate “Employment Candidate” on the space provided for vendor number.** If the lecturer/performer does not know their vendor number, they should contact Business Services at 770-423-6214.
7. Lecturer/Performer submits the signed form to the appropriate Department contact person.
8. Dean or Vice President approves the agreement by signing in the designated space.
9. If the lecturer/performer is a Foreign National, please forward the Lecture/Performance Agreement to Nancy Sanders for approval.

Payment Instructions:

- Department signs certification statement at the bottom of the Lecture/Performance Agreement indicating that lecture or performance was provided, as agreed.
- Complete the AGS “Issue a Payment” form and attach the Lecture/Performance Agreement, Travel Expense Statement and receipts for travel expenses. Instructions for completing the AGS form can be found on the KSU website, under Business and Finance/Procurement/Purchasing Forms/AGS Manual.
- Send original AGS, Lecture/Performance Agreement and receipt, using the appropriate approval routing, to Accounts Payable for payment to be issued.