

DUAL SERVICES AGREEMENTS

Contract Templates: <https://w1.mtsu.edu/contract/forms.php>

MTSU as Procuring Party (MTSU is hiring an employee from another state agency.)

The MTSU department requesting the services of another state agency's employee will draft the Dual Services Agreement by entering the information into the template available on the [Contract Office website](#). The contract is with the state agency so list the agency as the Procuring Party, not the employee. The department will reach out to the other agency's human resource department to verify amounts to be entered on the contract. The department will enter the contract into MTSource under the Contract Office Form, with the total amount listed in the requisition, for review and signature. Once fully executed, the Contract Office will email the signed contract to the other agency for them to pay their employee the extra compensation. After the services are completed, the department will issue a cost receipt for the purchase order in MTSource. After the other agency pays their employee, they will send MTSU an invoice by email to invoice@mtsu.edu for MTSU to reimburse them for paying their employee for the work done for MTSU.

MTSU as Vendor Party (Another state agency is hiring an MTSU employee.)

The state agency requesting the services of an MTSU employee will draft the Dual Services Agreement using the template available on MTSU's [Contract Office website](#). MTSU should be listed as the Vendor Party, not the employee. They will reach out to MTSU Human Resource Services (lisa.batey@mtsu.edu) to verify amounts to be entered on the contract. They will email the contract to the MTSU employee's department to be entered into MTSource under the Contract Office Form. This will be a zero-dollar requisition. Once fully executed, the Contract Office will email the signed contract to the other agency for their records. The Contract Office will also send the signed contract to MTSU Human Resource Services (lisa.batey@mtsu.edu) to prompt payment to the employee after the service is performed. MTSU Accounting Services (patti.dampier@mtsu.edu) will send an invoice to the other state agency to reimburse MTSU for paying our employee for work done for the other state agency.

For more information, see [MTSU Policy 814 Outside Employment, Extra Compensation, and Dual Services Agreements](#).

Feel free to contact me if you have any questions.

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