**PROFESSIONAL Services Agreements**

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

Services less than $500 do not require a contract unless a signature is required.\*

\*It is important to note the $500 is per vendor for the fiscal year. If the vendor is being used multiple times and/or by other departments, a Professional Services Agreement will be required since the $500 limit may be exceeded.

**Standard Form**

The MTSU department requesting the services of a contractor will draft the Professional Services Agreement (PSA) by entering the information into the template available on the [Contract Office website](https://w1.mtsu.edu/contract/forms.php). The amount being paid to the contractor needs to be inclusive of any travel, meals, etc. they may request. That amount should be agreed upon between vendor and the MTSU department prior to drafting the PSA. The department will forward to the vendor for their signature prior to entering the contract into MT$ource under the Contract Office Form, with the total amount listed in the requisition, for review and signature. Once fully executed, the Contract Office will email the signed contract to the vendor and the department. After the services are completed, the department will issue a cost receipt for the purchase order in MT$ource. The contractor will need to mail an invoice to [invoice@mtsu.edu](mailto:invoice@mtsu.edu) in order to receive payment.

**Short Form**

A shorter version of this form has been approved solely for use by these departments and is available on the [Contract Office website](https://w1.mtsu.edu/contract/forms.php):

* Band of Blue
* Governor’s School for the Arts
* Theatre and Dance

Feel free to contact me if you have any questions.

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