**STATEMENT OF WORK**

Not Valid in Excess of $5,000

MONTANA TECH CONTRACT

**CONTRACTOR:**

**ADDRESS OF CONTRACTOR:**

**PERIOD OF PERFORMANCE:** (Define allowable timeframe for work to be performed to include start/end dates)

Start Date:       End Date:

**COST OR NOT TO EXCEED AMOUNT (contractor fee only):**

**PURPOSE:** (Why do you need this service? This is an “overview” of the project and explains the reasons for pursuing this project)

**SCOPE OF WORK:** (What specifically do you need the Contractor to do? What is the expected outcome? Who will provide what? Provide title(s) of lecture(s)

**LOCATION OF WORK:** (Where is the work to be done? Bldg, Room #, City & State)

**DELIVERABLES AND DELIVERY SCHEDULE:** (List all outputs/outcomes with specific **due dates or timeframes**)

**OTHER COMMENTS:** (Describe anything not covered such as industry specific standards that must be adhered to, required certifications, etc.)

Check which one applies:

**TRAVEL REIMURSEMENT IS ALLOWED**  **OR NOT ALLOWED**

**IF ALLOWED, TRAVEL REIMBURSEMENT SHALL NOT EXCEED:**      

Travel and reasonable related expenses will be reimbursed at state rates with original receipts after University’s approval.

**LIAISON AND SERVICE OF NOTICES:** All project management and coordination on behalf of the University shall be through a single point of contact designated as the University's liaison. Contractor shall designate a liaison that will provide the single point of contact for management and coordination of Contractor's work. All work performed pursuant to this Statement of Work shall be coordinated between the University's liaison and the Contractor's liaison.

      will be the liaison for the University.

Title:

Department:

Telephone:

E-mail:

      will be the liaison for the Contractor. (Note: this is usually the Contractor or a Representative of the Company)

Telephone:

E-mail:       (Note: Required - this email will be used to send the contract & purchase order to the Contractor)

The University's liaison and Contractor's liaison may be changed by written notice to the other party. Written notices, requests, or complaints will first be directed to the liaison.

**STANDARD TERMS AND CONDITIONS:** Delivery of services, described herein, constitute acceptance of Montana Tech’s standard terms and conditions which can be viewed at <https://www.mtech.edu/administrative-services/purchasing/index.html>

This contract is validated after a purchase order number is assigned.

With a purchase order number, an invoice can be submitted to be processed for payment after the work is completed.

**Purchase Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Index Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**