

BUFFALO STATE COLLEGE FOUNDATION, INC.

CONTRACT FOR SERVICE

This form must be completed by Buffalo State College's authorizing department and then signed by the BSCF Office (when applicable), Payee, and BSC's authorizing official. The Contract for Service form should then be attached to the Payment Request in order to process payment.

PAYEE INFORMATION

Name (Print) _____

Telephone Number _____

Business Name _____
(If different than Name)

Address _____

City, State, Zip Code _____

Taxpayer Identification
Number (TIN) Or
Social Security Number _____
(Must be Completed)

DETAILED EXPLANATION OF SERVICES TO BE PERFORMED BY PAYEE

SCHEDULED DATES OF SERVICES TO BE PERFORMED

PAYMENT TERMS

A maximum of 25% of the total payment may be paid before services.
A minimum of 25% can not be paid until the services are completed.

SIGNATURES

BSCF Office _____ Date _____
(Signature Required for Net Yearly Payment over \$600.00)

Payee _____ Date _____
(Payee and IRS will receive 1099 for Net Yearly Payments over \$600.00)

Project Director _____ Date _____