

## St. Cloud State University Individual Service Agreement (ISA)

This form can only be used for contracts under \$3,000 **which do not include expense reimbursements.**

**Not valid** for SCSU Students or State Employees.

Name of Service Provider: \_\_\_\_\_

Address: \_\_\_\_\_

PO #: \_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_

\_\_\_\_\_

Payment: \$ \_\_\_\_\_

### Duties to be Provided:

**Liability:** I agree to indemnify, save, and hold the STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the STATE, arising from the performance of this service waiver by the Individual Service Provider or Service Provider's agents or employees. This clause shall not be construed to bar any legal remedies the Service Provider may have for the STATE'S failure to fulfill its obligations pursuant to this waiver.

**Publicity:** The Lecturer-Performer shall not release any publicity materials, including notices, pamphlets, press releases, signs and similar public notices, before receiving MnSCU's approval.

**Taxes:** Minnesota Statute §290.9201 requires MnSCU to withhold two percent (2%) tax on the gross compensation, including reimbursable expenses, paid to non-Minnesota entertainers and public speakers for any performance in Minnesota that are not exempt. Vendors should review Minnesota Department of Revenue Form ET-R, Nonresident Entertainer Tax Return to determine if the entertainer must file by April 15<sup>th</sup>.

\_\_\_\_\_  
(Service Provider's Signature)

## INVOICE

I hereby certify that the service listed above has been satisfactorily completed and that there are sufficient encumbered funds, therefore payment is recommended. Payment will not be released until completion of said event.

\_\_\_\_\_  
(Authorized Account Representative)