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## Instructions for use of the Short Form Contract for Guest Speakers, Performers, and Miscellaneous Services

The Short Form Contract is a tool that can be used for small dollar, low risk services, where limited additional review is required. The form has been updated to capture all of the information needed to execute a contract for these services. The Short Form Contract is appropriate for use for the following types of services:

1. Services less than \$10,000

University of Alaska  
Short Form Contract for \* X H V W S H D N H U V 3 H U I R U P H U V 6 H U Y L F H V D Q H R X V

THIS CONTRACT, entered into by the University of Alaska and the Contractor named below, documents the entire understanding of the parties regarding the services to be provided. This agreement becomes effective only when signed by the contractor and a University of Alaska Procurement 2 I I L F H U.

NAME AND ADDRESS OF CONTRACTOR:  
(Contractor may not be a current UA employee.)

NAME AND ADDRESS OF UA DEPARTMENT:

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Phone Number/E-mail

University of Alaska

\_\_\_\_\_  
Department, Unit or Division Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Department, Unit or Division Contact

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VXEVLWXWHG LI LW FRQWDLQV WKH UHGXH UHSHLWRU\ & RQ WDOO\ W HLFULSWLRQ\ FWRQ SDJH  
LQIRUPDWLRQ QHHGHG BRUH DHD\ KH Q\ HFWL R\ KDW WKH LQIRUPDWLRQ SURYLGHG LV DV FRPSOHWH  
HYHQW LV QRW DQ DGHTXDWH 'HVFULSWLRQ RI 6HUYLEFHV

'HVFULSWLRQ\ YLFHV

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(QG 'DWH

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\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Procurement Officer

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed