

## KSU Lecture Agreement Instructions

The KSU Lecture Agreement should be used for lectures that contribute to, or form a part of, the educational content of KSU courses and programs: i.e., class lectures, classroom presentations, or general presentations to students and faculty. It is a fixed, short-term agreement with an individual or entity.

1. Complete the KSU Lecture Agreement Routing Form, indicating “Not Applicable” (or “N/A”) as needed. An incomplete or incorrect routing form will delay payments to Lecturers, as follow-up will be required with the department contact person. Attach any documentation that supports your answers, as indicated. (Note: if A/V services are required, then AVTS approval must appear on Routing Form and, in addition, an electronic Project Request Form – AV Project Services must be submitted. Visit the AVTS web site at: <https://web.kennesaw.edu/mdg>.)

2. Using the AGS System, determine whether the Lecturer is already in the system or whether the Lecturer should complete a Vendor Registration Form and W-9 Form.

3. Complete the Lecture Agreement (if this is the appropriate agreement form, as determined by answers to questions in the Routing Form). Please note the following tips:

- The Lecturer’s name is the legal name of the Lecturer. This is the name on the Lecturer’s social security identification or federal employer identification. This name must match the name on the Vendor Registration Form submitted by the Lecturer.
- Contact Information: The KSU Contact is the project manager (the individual hosting or arranging the lecture).
- Lecturer’s Representative: This is only used if the Lecturer has an agent or broker (if not then indicate N/A).
- State the total amount of compensation in the agreement, including all costs related to hiring the Lecturer. Travel, food, lodging, and ground transportation (if agreed upon) should not be itemized as separate costs.
- For agreements of \$5,000.00 or greater, the agreement must be signed by the University Procurement Officer, which should be requested only after the Routing Form is complete (including any Mandatory approvals) and the Lecturer has signed the Agreement (plus Vendor Registration and W-9 forms, if necessary).
- Any **Riders** or **Terms & Conditions** that the Lecturer provides must be approved by the **KSU Legal Department** at [contracts@kennesaw.edu](mailto:contracts@kennesaw.edu) before being signed.

4. Notifications needed in addition to the Routing Form Mandatory Approvals:

- When using a **meeting room** on campus, other than a regularly scheduled classroom, forward a copy of the Agreement to **University Events** at [events@kennesaw.edu](mailto:events@kennesaw.edu) or MD #9102.
- If **Security** is needed, forward a copy of the Agreement to **Public Safety** at MD #2001.
- If **Catering** is needed, forward a copy of the Agreement to **Campus Dining and Culinary Services** in Auxiliary Services at MD #4000.

**Be sure that agreement copies reach the above departments in plenty of time to adequately plan and provide for the event.**

5. Create an **AGS Issue Payment** and forward the completed agreement, routing form, invoice (if applicable) and other supporting documentation to Accounts Payable, MD #9110.