

**BOWIE STATE UNIVERSITY**  
**INDEPENDENT CONTRACTOR AGREEMENT**

*Revised 10/2005*

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between BOWIE STATE UNIVERSITY (hereinafter called 'University') and \_\_\_\_\_ (hereinafter called 'The Contractor'), whose Social Security Number is \_\_\_\_\_. Notice to proceed may not be provided to the Contractor by the University until all required approvals for this agreement have been received.

**1. Appointment and Position**

The University intends to engage the Contractor indicated above for the sum of \$ \_\_\_\_\_, beginning \_\_\_\_\_ 20\_\_\_\_ and ending \_\_\_\_\_, 20\_\_\_\_. The Contractor or beneficiary of this payment IS  IS NOT  a U.S. Citizen or Permanent Resident Alien. If NOT, please provide the Contractor's email address: \_\_\_\_\_.

The Contractor's obligations shall include, but not be limited to the following:

Dept. \_\_\_\_\_ Contact Name \_\_\_\_\_ Ext. \_\_\_\_\_

**2. General Conditions**

- a. Contractor shall be paid only after the services required have been satisfactorily performed.
- b. Contractor shall NOT be entitled to the benefits afforded employees, such as paid holidays, annual or sick leave, retirement, health insurance, worker's compensation, etc.
- c. This agreement may be altered or terminated for the convenience of the University.
- d. In accordance with the nepotism policy of the University, the engaging department hereby verifies that if the Contractor is related to a member of faculty or staff, that a "Supervisor/Subordinate" relationship DOES NOT exist between the Contractor and any member of the engaging department.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address                      City                      State                      Zip

\_\_\_\_\_  
Appointing Authority's Signature & Printed Name                      Date

Form will print 3 copies. Please sign all copies and distribute as follows:

Copy 1 – Procurement Department

Copy 2 – Department Head

Copy 3 – Contractor

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