



SHORT-TERM SERVICE AGREEMENT

ACCOUNT		FUND		DEPT		PROJECT		
613905								
Fund No: Project Contact: Phone Number: Check Distribution: Mail to payee's address Hold/Call for pickup Other:	Service Provider:							
	Street Address:							
	City:				State:		ZIP:	
	Legal Resident of the United States:		Choose One		Immigration Status:		Choose One	
					Passport Number:			
TERM OF AGREEMENT				AMOUNT REQUESTED				
Start Date		End Date						

Must be five (5) days or fewer.

PROJECT DIRECTOR	
NAME	DEPARTMENT

DESCRIPTION OF SERVICE
<i>Attach resume, curriculum vitae, bio, or event flyer as appropriate.</i>

REGULAR EMPLOYMENT STATUS OF SERVICE PROVIDER

LOCATION OF SERVICE

ACCOUNTING USE ONLY		
Vendor: _____	Acct: _____	Inv No: _____
Inv Date: _____	Inv Amt: _____	Rept Amt: _____
Dup Inv: _____	Spec Msg: _____	_____

Date Received at UCorp:	Approved for Allowability	Date Received by A/P:	E/P Processing

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This agreement is between the University Corporation, San Francisco State ("UCorp"), and Service Provider as noted above. UCorp desires to obtain the services of Service Provider and Service Provider has the expertise and experience to provide such services to UCorp.

1. **SCOPE OF SERVICE:** Service Provider shall provide the services described on Page 1 and incorporated by reference ("Services") with the standard of professional care and skill customarily provided in the performance of such services, and shall use reasonable efforts to perform the Services to the satisfaction of UCorp.
2. **CONTRACTOR TAXES:** Service Provider shall be solely responsible for payment of income, Social Security, and other employment taxes due to the proper taxation authorities.
3. **TERMINATION:** UCorp may terminate this agreement without cause at any time upon giving at least (10) days written notice of its intention to terminate as of the date specified. In the event of termination prior to completion of the Services, the amount of the total fee to be paid Service Provider shall be determined by UCorp on the basis of the portion of the total work completed up to the time of such termination.
4. **RELATIONSHIP OF PARTIES:** The Service Provider, in performance of this Agreement, shall act in an independent capacity and not as an officer or employee or agent of UCorp. Service Provider is not entitled to Unemployment or Workers' Compensation benefits from UCorp or the CSU.
5. **INDEMNIFICATION AND HOLD HARMLESS:** Service Provider shall indemnify, defend, and hold harmless the State of California, the Trustees of the California State University, San Francisco State University, the University Corporation, and the officers, employees, volunteers, and agents of each of them from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Service Providers's work for UCorp, except such loss or damage which was caused by the sole negligence or willful misconduct of UCorp and its officers, employees, volunteers, and agents. Service Provider understands and agrees that the State of California, the Trustees of the California State University, San Francisco State University, the University Corporation, and the officers, employees, volunteers, and agents of each of them shall not be responsible for any liability or losses related to Service Provider's work for UCorp. Furthermore, Service Provider assumes all risk in the event of accident, injury, and/or loss and agrees to use its liability and medical insurance as primary coverage.
6. **CONFIDENTIAL INFORMATION:** Service Provider agrees to keep confidential and not to disclose to third parties any confidential information provided by UCorp pursuant to this agreement without the prior written consent of UCorp to make such disclosure. This obligation of confidentiality does not extend to information that is or shall become, through no fault of Service Provider, available to the general public. This obligation of confidentiality shall survive the expiration and termination of this agreement.
7. **ENTIRE AGREEMENT/MODIFICATION:** This agreement constitutes the entire understanding between the parties with regard to the subject matter hereof and may not be amended except by an agreement signed by Service Provider and an authorized representative of UCorp.
8. **GOVERNING LAW:** This agreement shall be governed by and construed under the laws of the State of California.
9. **SEVERABILITY:** In any term of this agreement or its application to any person or circumstances shall, at any time or to any extent, be determined invalid or unenforceable, the remaining provisions shall not be affected and shall be deemed valid and fully enforceable to the extent permitted by law.
10. **ASSIGNMENT:** Service Provider shall not assign the rights or obligation under this agreement without the prior written consent of UCorp.

Service Provider acknowledges that this agreement is not valid until signed by the University Corporation's authorized designee. _____

SERVICE PROVIDER INITIALS

SERVICE PROVIDER:

AUTHORIZED SIGNATURE:

Signature

Date

Signature

Date

I N T E R N A L U S E O N L Y

UNIVERSITY CORPORATION/HUMAN RESOURCES REPRESENTATIVE:

Signature

Date