

	<p align="center"><b>NORTHERN ARIZONA UNIVERSITY</b>  Contracts, Purchasing and Risk Management  GUEST LECTURER/SPEAKER/PERFORMER  928-523-4557</p>	RETURN TO: PO Box 4124 <a href="mailto:NAU-AccountsPayable@nau.edu">NAU-AccountsPayable@nau.edu</a> Revised 12/31/2018
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<b>Information</b>
Northern Arizona University (NAU) employees shall not receive payment as a Guest Lecturer/Speaker/Performer. Employee payment shall be disbursed through the applicable payroll system.
Purchase Order Number:
<input type="checkbox"/> <b>Guest Lecturer:</b> A Guest Lecturer shall be defined as an individual distinguished in his or her field of specialization who shall visit NAU for two weeks or less to lecture or interact with students, faculty or staff.
<input type="checkbox"/> <b>Speaker:</b> A Speaker shall be defined as an individual distinguished in his or her field of specialization who shall visit NAU to provide speaking engagements, such as keynotes and symposia. In no event shall a speaking engagement exceed two weeks.
<input type="checkbox"/> <b>Performer:</b> A Performer shall be defined as an individual distinguished in his or her field of specialization who shall visit NAU and conduct artistic classes or performances and the number of performances shall be minimal. Payment for services shall be made utilizing a DPT document. ( <b>Account# 759150</b> )

<b>Agreement/Contract</b>
This document shall serve as the complete Agreement/Contract between the parties. No additional documents shall form a part of this Agreement/Contract.

<b>Recipient</b>		
Name:		
Street Address:		
City:	State:	Zip Code:
Country:		

<b>Payment</b>
Fee: \$
Event Date(s) and Location:
Describe in detail the purpose of payment:
Term: Net 30 in accordance with A.R.S. <a href="#">35-342</a>

<b>Indemnification</b>
Guest Lecturer/Speaker/Performer shall indemnify, defend, save and hold harmless the Arizona Board of Regents for and on behalf of Northern Arizona University and the State of Arizona, its departments, agencies, boards, commissions, universities and their officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses or expenses (including court costs, attorney's

fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Guest Lecturer/Performer/Speaker or any of its owners, officers, directors, agents, employees, or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Guest Lecturer/Speaker/Performer to conform to any federal, state or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Guest Lecturer/Speaker/Performer from and against any and all claims. It is agreed that Guest Lecturer/Speaker/Performer shall be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Guest Lecturer/Speaker/Performer agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from services performed by the Guest Lecturer/Speaker/Performer for the State of Arizona.

**Attestation**

Guest Lecturer/Speaker/Performer

I hereby certify that the information provided on this form is true and correct.

Signature:

Date:

**Department Official**

It shall be the responsibility of the originating end-user department to determine the named recipient is not currently nor shall be a NAU employee during the event date(s). Should the above definition(s) not satisfy the department needs, contact Contracts, Purchasing, and Risk Management at 928-523-4557.

In accordance with NAU policy and ARS Section §§38-501 through §§38-511 (conflict of interest), I hereby certify that neither I, nor any relative of mine shall benefit financially from this transaction. I certify that the services described above have been completed by the named recipient.

Department:

Phone:

Date:

Name:

Signature: