

# Contract Templates & When to Use Them

## I. Agreement Descriptions

### A. CSU Addendum to Contract

- Use when a vendor requires CSU to sign their contract, but additional CSU legal terms must be attached to comply with University System of Georgia and Georgia law requirements.

### B. CSU Memorandum of Agreement (MOA)

- Use for cooperative relationships, not purchases.
- An MOA describes how two or more parties (institutions, agencies, organizations, or groups) will work together toward a shared goal or project.
- Typically used for partnerships, academic collaborations, or cooperative programs.

### C. CSU General Services Agreement

- Use when CSU hires a company to provide services.
- Appropriate when the vendor:
  - Is a corporation, partnership, or LLC
  - Has employees interacting regularly with CSU personnel
  - May access confidential information (student records, financial data, systems)
- This is the University's primary services contract and should be used instead of the Independent Contractor Agreement when working with an established business.

### D. CSU Independent Contractor Agreement

- Use when CSU hires an individual or small vendor to perform services, and they qualify as an independent contractor under USG BOR Policy 5.5.
- Questions about classification should be directed to Human Resources/Legal Affairs.

### E. CSU Speaker Contract

- Use for short-term speaking engagements when an individual is presenting or participating in a specific event lasting one or two days.

### F. CSU Consulting Agreement

- Use when CSU hires an individual to provide professional expertise, such as:
  - Legal
  - Accounting or financial
  - Medical
  - Architectural
  - Educational training or instruction

### G. Foundation Agreements

- Use only when the CSU Foundation (not the University) is the contracting party or paying the vendor.

- Available templates:
  - Foundation Speaker Contract
  - Foundation Performer Contract
  - Foundation Independent Contractor Agreement
  - Foundation Addendum
- Foundation agreements may also be required when a vendor demands terms the University cannot legally accept (for example: indemnification, attorney fees, or non-Georgia governing law).
- These can only be used if Foundation funds are available, and the Foundation approves the purchase.

## II. Accessing the Forms

To access these forms, please log in to [MyCSU](#) and go to the Forms tab in the top navigation.

## III. Questions

If you are unsure about which agreement to use, contact the Office of Legal Affairs.