

NYU Purchase Order Scope of Services

Use this template to address basic terms of your **non-travel/event service engagement** which you are issuing through a Purchase Order in iBuy. Describe the service to be performed and establish compensation to be paid for the services. **Attach this as supporting documentation to your requisition in iBuy.** [DELETE THIS INSTRUCTIONAL TEXT FROM YOUR FINAL VERSION]

1. Project General Description and Details

Enter a detailed description of the Services that are expected from the Provider. List any expected final deliverables the supplier is to provide. [DELETE THIS INSTRUCTIONAL TEXT FROM YOUR FINAL VERSION]

2. Representatives for Each Party

Enter the contact information for the individuals who will serve as the primary points of contact for the parties involved in the engagement. [DELETE THIS INSTRUCTIONAL TEXT FROM YOUR FINAL VERSION]

NYU		COMPANY/ INDIVIDUAL	
Name:		Name:	
Title:		Title:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Tel:		Tel:	
Email:		Email:	

3. Term of Agreement; Timeline & Deliverables

Identify the date(s) when Services are to be performed including any required deadline/milestone schedules. If applicable, specify the time(s) of day when Services are to be performed. [DELETE THIS INSTRUCTIONAL TEXT FROM YOUR FINAL VERSION]

The term of this Scope of Services begins on _____, 20____ and ends on _____, 20____.

Project Phase	Milestone or Deliverable	Estimated Completion Date

4. Fee and Expenses

Indicate the Fee/Rate agreed upon by the parties. As a drafting tip – you want to establish (1) the compensation paid to the provider (e.g., a flat fee, per diem, hourly rate, insert rate schedule) and (2) any limits on compensation (i.e., the total compensation shall not exceed \$X.XX without written authorization from NYU – draft language is included below) and (3) If the University will reimburse the Company/Individual for expenses, it is recommended to describe the expenses that will be considered reimbursable and not reimbursable, including any pre-approval requirements and/or limits on the total amount of expenses that will be reimbursed. [DELETE THIS INSTRUCTIONAL TEXT FROM YOUR FINAL VERSION]

Company/Individual must receive written approval from NYU to exceed the Total Cost. Invoices submitted without this approval will not be paid.