**Personal Service Agreement Checklist**

The following procedures and checklist must be followed and provided prior to VP approval.

* All Personal Service Agreements are subject to approval
1. **The Division /Initiating Office will:**

Division/Department Preparing Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Complete the Personal Service Agreement that is located on the Purchasing website. <http://www.volstate.edu/Purchasing/staffresources.php>.

[ ]  Attach a copy of photo ID if agreement is with an individual.

[ ]  Complete and attach W9 Form that is located on the Purchasing website.

[ ]  Provide the Index Code  and Account Code  or, if no Index Code is available, please provide the FOAP - Fund , Organization , Account , Program .

[ ]  Forward the complete package to the appropriate Division/Department Vice President’s Office for signature (include this checklist and keep a copy for your records).

1. **Division/Department Vice President’s Office will:**

[ ]  Obtain Vice President’s Signature.

[ ]  Send original contracts to Purchasing along with this checklist.

1. **Upon receipt of signed contract, Purchasing will:**

[ ]  Review the agreement for conformance with policy.

[ ]  Send fully executed contract to contractor.

[ ]  Issue and Send Contract Order Number and copy of checklist to appropriate Division/Department.

1. **Upon Receipt of Contract Order Number, the Division/Department office will:**

[ ] After work is performed, obtain Invoice from Vendor and issue check request for payment and send copy of this checklist to appropriate VP for signatures.

*Normal routing procedures for a check request will be followed.*