**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.*