

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).

2. Division/Department Vice President's Office will:

- Obtain Vice President's Signature.
- Send original contracts to Purchasing along with this checklist.

3. 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.

4. 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.