

Agreement for Services Checklist

(Please Include When Submitting Agreement)

Contractor:	
Originating Department:	
Period of the Agreement:	
Not to Exceed this Amount:	

Please make sure of the following before the agreement is sent forward for approval:

- [] Agreement is **TYPED** (handwritten agreements will be sent back).

- [] All sections of the agreement are completed accordingly, and **both pages of the agreement** are included.

- [] **Complete MDConnect Chartstring**

- [] Agreement is signed and dated by the Contractor and Originator respectively (**original signature is required** for contractors residing in the Miami-Dade County area).

- [] **Addendum Page** included – (signed by Contractor only - the originator may initial and date at margin - the required signature is the Campus President).

- [] **Late Submission Justification** - **Must include** for agreements submitted for approval after the beginning date of the agreement period.

- [] **Rationale** (explaining the individual/company’s qualification to perform the scope of services).

- [] **Supporting documentation** detailing the scope of services for the agreement (include **Resume** for individuals).

- [] **W9 Form** for New Suppliers or Individual (W9 is not required if the Supplier or Individual **is currently** registered with the Purchasing Department).

- [] **Checked for spelling and correctness**, including correct signature workflow, complete names and titles, etc.

This process should be completed at least two (2) weeks prior to the agreement becoming effective.

Remember that **per College [Policy VI-30](#) / [Procedure 6300](#)** – The College cannot engage in an agreement for services with any active part-time or full-time employee and/or family members of an employee under no circumstances.

Please be advised that **any agreement that does not comply with these requirements will be returned to the originator immediately.**

_____ **Originator**

_____ **Date**