

## Agreement for Services Checklist

(Please Include When Submitting Agreement)

<b>Contractor:</b>	
<b>Originating Department:</b>	
<b>Period of the Agreement:</b>	
<b>Not to Exceed this Amount:</b>	

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).
  
- 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).
  
- 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.**

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**Originator**

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**Date**