

INSTRUCTIONS FOR AGREEMENT FOR SERVICES

- 1. INTENDED PURPOSE:** This Agreement covers a wide range of professional services provided by companies or independent contractors. These services may include consulting, technology, engineering, architectural, legal, medical, training, interpreting, and similar services. Examples include hiring a consultant for strategic planning, working with a software company to develop an application, contracting an attorney for legal advice, or bringing in a medical professional to provide specialized training. For other types of services and agreements, please refer to the [Purchasing Documents Matrix](#) for Goods and Services to determine the appropriate contract type.
- 2. DO NOT USE.** This Agreement is NOT intended for building construction, building/machinery maintenance, building/machinery repairs, transportation, sports officiating, speakers, performing arts, or limited engagements.
- 3. INSURANCE.** Your vendor must carry insurance as required under this Agreement. The specific insurance requirements will be determined based on the nature of the services provided and will be documented in Exhibit B. Insurance must be in place before any services begin.
- 4. HOW TO USE.** Fill in all fields of the Agreement. District signature authority is based on the Agreement amount pursuant to [Board Resolution 2022-25](#).
 - a. Ensure the vendor signs the agreement first, followed by the District's authorized representative.
 - b. The "For Campus Use Only" box on the signature page must be completed.
 - c. **WARNING:** Amounts greater than the [bid limit](#) may require a competitive bid process. [Contact Purchasing](#) for guidance.
 - d. Refer to the contract template on the next page, which includes detailed instructions for completing each required field.
- 5. REQUISITION.** After receiving the fully executed Agreement, initiate your Purchase Requisition and upload the Agreement to Banner Document Management as supporting documentation. Once your Purchase Order is established by Purchasing Services, it will be transmitted to your vendor.