

INSTRUCTIONS FOR AGREEMENT FOR SERVICES

1. **INTENDED PURPOSE:** This Agreement covers various types of services with businesses or corporations, including but not limited to consulting, technology, engineering, architectural, legal, medical, training, interpreting, and other professional services. Examples of such services include hiring a consultant for business strategy advice, engaging a software development company for a new project, contracting an attorney for legal advice, or employing a medical expert for specialized training.
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 other limited scope engagements.
3. **INSURANCE.** Your vendor must carry insurance under this Agreement. Check the appropriate box in Exhibit B to indicate which insurance coverage is required depending on the nature of the services being provided. Insurance must be obtained before commencement of services.
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, and then obtain the signature from 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.
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.