



## Vice Chancellor of Business Services FHDA Contract/Agreement Routing Sheet

All contracts and agreements **must** be approved prior to any services or work performed.  
Must use the most current ICA and/or Agreements form online: <http://purchasing.fhda.edu/forms/index.html>  
Per board policy, **all district contracts in the amount of \$20,000, or greater**  
must be approved by the Vice Chancellor, Business Services, unless already approved by the Board of Trustees.

Contract / Agreement Name: \_\_\_\_\_

Contract Originator's Name (Print): \_\_\_\_\_ Extension: \_\_\_\_\_

**Signature / Name**

**Date**

1. Originator \_\_\_\_\_

2. Supervisor/Administrator \_\_\_\_\_

3. Campus VP/ VC of HR or ETS/  
Exec. Dir. of Facilities \_\_\_\_\_

4. Purchasing (as needed) \* \_\_\_\_\_

5. Risk Management \_\_\_\_\_

6. ETS (as needed) \* \_\_\_\_\_

7. Grants Office (if necessary) \_\_\_\_\_

8. Vice Chancellor, Business Services\* \_\_\_\_\_

**\*Required prior to beginning work of the contract**

Funding Source (must check one): General Fund    Categorical Fund    Foundation Fund    Other (Specify): \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ (Contract Cost)    (Contract Revenue)

Anticipated Board Meeting for ratification (i.e., January 9, 2017 BOT Meeting): \_\_\_\_\_

Type of Service: \_\_\_\_\_

Date Received by Business Services office: \_\_\_\_\_

**Contracts will be returned to the Originator. If you would like the contract returned to someone else, please specify:**

**Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_ **Department:** \_\_\_\_\_

### **WHERE DOES YOUR CONTRACT GO FROM HERE?**

For contracts in the amount of **\$0 - \$19,999:**

- Visit the [Contracts/Agreement for Services Flow Chart](#)

For contracts in the amount of **\$20,000 - \$88,299:**

- After the contract is reviewed and signed by the VC of Business Services, it will be placed on the Board Agenda, Ratification of Contracts
- Once the Board of Trustees has ratified the contract, it will be stamped with the date of approval and **sent back to the Originator (as listed above)**. A copy will be filed in Business Services.

For contracts in the amount of **\$88,300+:**

- After the VC of Business Services reviews the contract, it should be placed on the Board of Trustee's Agenda as a separate agenda item. Contact your President's Office for details.
- Once the Board of Trustees has approved the contract, the VC of Business Services will sign the original contract. It will be stamped with the date of approval and **sent back to the Originator (as listed above)**. A copy will be filed in Business Services.

\* (as needed) will be determined by Campus Business Officers or appropriate Vice Chancellor.

**Questions?** View the Contracts / Agreements for Services Flow Chart or contact Business Services at 650-949-6202.