



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 16, 2018 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 - \$90,199:**

- 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 **\$90,200+:**

- 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.