FOOTHILL-DE ANZA
Community College District

Vice Chancellor of Business Services FHDA Contract/Agreement Routing Sheet

Must be attached to contracts when sending to Vice Chancellor of Business Services (for contracts of $20,000 & over).

Per board policy, ***all district contracts in the amount of $20,000 or greater*** *must be approved by the Vice Chancellor of Business Services, unless already approved by the Board of Trustees.*

Contract Name:____

Contract *Originator's* Name (Print): ______________________________________ Extension: _________

	Signature	**Date**
1. Originator	______________________________	_________
2. Supervisor/Administrator	______________________________	_________
3. Campus VP/ VC of HR or ETS/ Exec. Dir. of Facilities	______________________________	_________
4. Risk Management (if necessary)	______________________________	_________
5. General Counsel (if necessary)	______________________________	_________
6. Vice Chancellor, Business Services*	______________________________	_________

**Required prior to beginning work of the contract*

Funding Source (Please select one): ○ General Fund ○ Categorical Fund ○ Foundation Fund ◉ Other (Specify)______________

Contract Amount: $____________________

Anticipated Board Meeting for ratification (i.e., January 12, 2015 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 **$20,000 - $85,999:**

- After the contact is reviewed and signed by the VC of Business Services, it will 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 **$86,000+ :**

- 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.

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

Prepared by District Business Services (Revised 01/01/2015)