



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. ETS (if necessary)
6. Grants Office (if necessary)
7. General Counsel (if necessary)
8. Vice Chancellor, Business Services*

*Required prior to beginning work of the contract

Funding Source (Please Circle): General Fund / Categorical Fund / Foundation Fund / Other (Specify): _____

Contract Amount: \$ _____

Anticipated Board Meeting for ratification (i.e., January 11, 2016 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 \$20,001 - \$87,799:

- After the contract 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 \$87,800+:

- 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.