



# 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**

**Date**

- 1. Originator \_\_\_\_\_
- 2. Supervisor/Administrator \_\_\_\_\_
- 3. Campus VP/ VC of HR or VC of ETS/  
Exec. Dir. of Facilities & Operations \_\_\_\_\_
- 4. Purchasing (as needed) \* \_\_\_\_\_
- 5. Manager, Contracts &  
Risk Management (as needed) \* \_\_\_\_\_
- 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 11, 2021 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 - \$96,699:

- After the contract is reviewed and signed by the VC of Business Services, it will be placed on the Board Agenda, Ratification of Contracts and Agreements
- 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 \$96,700+:

- After the VC of Business Services reviews the contract, it should be placed on the Board of Trustees' Agenda as a separate agenda item. Contact your Vice 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.