



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 \$5,000 & 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 Circle): General Fund / Categorical Fund / Foundation Fund / Other (Specify): _____

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 **\$5,000 - \$83,399:**

- 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 **\$83,400+ :**

- 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.