



Procedures for using UVM's Services Agreements

There are two services agreement templates with slightly different dollar thresholds:

The [Services Agreement Template](#) (Services Agreement) is used when the total value of the contract, including fees and expenses, will be \$1,000 or greater. If the dollar value is below this threshold, the UVM Department (Department) may choose whether or not to use this Agreement.

The [Photography/Videography/Web Design Services Agreement Template](#) (Photography Agreement) is a specialized services agreement to be used for photography, videography, and web design services *regardless of the dollar amount*.

1. **Services Agreements valued from \$1,000 to \$5,000**

or

Photography Agreements valued from \$0 to \$5,000:

The Department completes the highlighted portions of the Agreement and forwards to the other party (*e.g. services provider, consultant, contractor, performer, artist, photographer, etc.*) for their signature first. The Department should request that a scanned pdf of the signed Agreement be returned via email.

Services Agreements and Photography Agreements valued \$5,001 and greater

or

If the Department makes *substantive* changes to the Agreement *other than* completing the highlighted portions:

The Department submits the Agreement (*in Word format*) through the [Footprints system](#) for review by a Purchasing Services Contract Analyst **prior to** sending to the other party for signature. The Agreement will be reviewed, revised, and returned to the Department to obtain the *other party's* signature first.

2. Once the Department obtains the other party's signed Agreement, the Department will attach it to a requisition* and submit through PeopleSoft in advance (minimum of 7-10 business days) of either party commencing work or otherwise acting in reliance upon the Agreement. Purchasing Services will obtain the authorized UVM countersignature. If there is a footprint number, it must be noted in the requisition's fillable field *Contract FP#*.

It is imperative that the Agreement is fully executed prior to performance to avoid exposure to UVM.

* Note: Payments to foreign entities or individuals are processed using a check request form sent to Tax Services. If paying by check request or by Purcard, attach the other party's signed Agreement and independent contractor determination, if needed, to an email to purchasing@uvm.edu, requesting a counter signature.

3. Purchasing Services will email the fully executed Agreement and the Purchase Order to the supplier and Department.

Questions regarding templates or purchase orders, please contact [Purchasing Services](#),