



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 \$4,999**

or

Photography Agreements valued from \$0 to \$4,999:

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

Services Agreements and Photography Agreements valued from \$5,000 and up

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 should be noted in the requisition comments.

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 made using a check request form sent to Tax Services. If paying by check request or by Purcard, attach the other party's signed Agreement 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](#), 802-656-6610