Procedures for using
UVM’s Services Agreement

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

1. For Services Agreements valued from $1,000 and up to and including $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, supplier, etc.) for their first signature. The Department should ask that a scanned pdf of the signed Agreement is returned via email.

   The Department should enter the Agreement (in Word format) into a Footprint (https://www.uvm.edu/finance/contract-review) for review by Wendy Spargo, Contract Analyst in Purchasing Services, prior to sending to the other party for signature only if:

   (a) The Department makes substantive changes to the Agreement other than completing the highlighted portions or

   (b) The total value of the Agreement, including fees and expenses, will be $5,000 or greater

   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 in PeopleSoft well in advance 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.

   (* Note: Payments to foreign nationals are made through a check request sent to Tax Services. If you will be paying by foreign check request or by Purcard, send an email with the signed Agreement attached to purchasing@uvm.edu requesting a counter signature.)

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

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 at:
purchasing@uvm.edu or 802-656-6610

Questions regarding invoices or payment, please contact the Disbursement Center at:
disburse@uvm.edu or 802-656-4192

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