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 template.

1. **For Service 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 forward the Agreement to Wendy Spargo (Contract Analyst, Purchasing Services; wendy.spargo@uvm.edu; 802-656-3035) for review prior to sending to the other party for signature only if:
   
   (a) The Department makes substantive changes to the Agreement Template 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.

   (* note: payments to foreign nationals are made through a check request sent to Disbursement Center)

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

3. Purchasing Services will return-email the fully executed Agreement (along with the Purchase Order) to the Department for its use and if applicable forwarding to the other party.

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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