

Texas A&M University-Texarkana
All Service Agreements

Instructions

A. All information must be completed on the Agreements and the Routing and Approval Cover Sheet at least two (2) weeks prior to event to ensure processing in a timely manner.

Submit the original Routing & Approval Cover Sheet, signed by the appropriate VP, along with the original contract to the VPFA office.

B. Requirements for Completing and Processing the Services Agreement.

Contract Number (Leave Blank) – The contract number will be assigned by the VPFA office.

Contractor – Enter the Contractor’s name.

Address – Enter the Contractor’s complete address.

Statement of Services to be performed for the University – Provide a detailed Definition/Scope of Agreement including allowable costs, deliverables (reports, labor rates, etc...) and list what department services are being provided.

Term of Agreement –

Effective Date – Enter the date the contract begins.

Completion Date – Enter the date the contract ends.

Contract Amount – Enter the dollar amount that the Contractor will be paid for services performed.

Written Notices – Enter the complete address including the fax number where information should be mailed to the Contractor.

Approved – The Department’s Director/Dean/Provost, the Vice President for Finance & Administration and the Contractor's original signature and Social Security Number/Tax ID Number are required.

C. After the completed contract has been approved by all required signatories, the contract will be processed - the original will be returned to the creating department with a scanned copy kept in the VPFA office.

Please ensure you are using the most current Agreement or the paperwork will be returned to your office for correction.

If you have any questions concerning the Agreements please contact the VPFA Office at ext. 3111.