

Agreement for Services Checklist

(Please Include When Submitting Agreement)

Contractor:	
Originating Department:	
Period of the Agreement:	
Not to Exceed this Amount:	

PLEASE MAKE SURE OF THE FOLLOWING BEFORE THE AFS IS SUBMITTED FOR APPROVAL

- []
Supplier / Contractor
Supplier is registered with the Purchasing Department. **If not**, please refer the supplier to complete the registration process at MDCSUPPLIER.MDC.EDU **Employees CANNOT process registrations** on behalf of suppliers.
- []
Agreement Dates
The agreement period **SHOULD NOT** end later than “June 30” of the current Fiscal Year. If services extend beyond June 30, please process another agreement covering the remaining dates in the agreement period.
- []
Agreement Fields
All sections of the agreement **MUST be completed** accordingly, and both pages of the agreement are included.
- []
Description of Services
Brief description of services, not just a one-liner (eg. Model, speaker, etc.)
- []
Funding Source
Include the complete MDConnect Chartstring funding the agreement.
- []
Signatures
Signed and dated by the Contractor and Originator respectively (original signature is required for contractors residing in the Miami-Dade County area). You may process agreement signatures via Adobe Sign.
- []
Rationale
Explaining the individual/company’s qualification to perform the scope of services.
- []
Supporting Docs
Supporting documentation detailing the scope of services for the agreement (include Bio/Resume/CV for individuals).
- []
Addendum (if applicable)
Required when making changes to the agreement. Signed only by the Contractor and the Campus President (originator may initial and date at margin).
- []
Late Submission (if applicable)
With written authorization - Must include for agreements submitted for approval after the beginning date of the agreement period.
- []
Agreement is TYPED (handwritten agreements will be sent back).
- []
Checked for spelling and correctness, including correct signature workflow, complete names and titles, etc.

The AFS process should be completed at least two (2) weeks prior to the agreement becoming effective.

Remember: Per College [Policy VI-30](#) / [Procedure 6300](#) – The College cannot engage in an agreement for services with any active part-time or full-time employee and/or family members of an employee under no circumstances.

Any AFS that does not comply with these requirements will be returned to the originator immediately.

A copy of the agreement (with all supporting docs) MUST be attached to the Purchase Requisition

Originator

Date