

Agreement

Purchasing Department

Date Prepared: _____, 20____.

G E N E R A L	1) Cost Center No.	2) Cost Center Name	3) Phone No.
	4) Name of Provider of Service		5) Address
	6) Phone No.	7) City	State Zip Code
	8) Social Security No. /IRS. No.		
	9) Period of Agreement:		10) Check Made Payable to:
	11) Amount of Payment to be Made: (Write out as well as show figures)		
	\$		
12) Date Payment to be Made:			

S E R V I C E S	13) I agree to provide the following services (Use second sheet if needed)
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T E R M S	14) TERMS: (The College reserves the right to cancel this agreement if there is insufficient enrollment)
	BROWARD COLLEGE agrees to pay the provider \$ _____ Services agreed to in this agreement. This amount includes all travel and other expenses incurred in providing agreed upon services

A C C E P T A N C E	PROVIDER	Broward College
	I certify I am not nor have been an employee of Broward College within the present fiscal or calendar year. I accept the terms of this agreement	RECOMMENDED
	_____ Signature of Provider	_____ Cost Center Administrator Date
	_____ Date Signed	APPROVED _____ President Date

BROWARD COLLEGE The agreed to services were performed in a satisfactory manner.
_____ Cost Center Administrator Date

PURPOSE: TO OBTAIN ALL INFORMATION NECESSARY TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE PERSON PROVIDING SERVICE: TO OBTAIN APPROPRIATE COLLEGE REQUIRED APPROVALS AND CERTIFICATION THAT THE SERVICES AGREED UPON HAVE BEEN PROVIDED, WHICH IS NECESSARY BEFORE PAYMENT CAN BE MADE IN ACCORDANCE WITH BROWARD COLLEGE POLICY AND PROCEDURE 6Hx2-1.15.

SOURCE: PURCHASING DEPARTMENT

INSTRUCTIONS: GENERAL INFORMATION

This form is to be used for routine professional services of consultants, guest lectures, guest speakers, entertainers, etc. Do Not Use This if the **Provider has served** as a full-time, part-time, or substitute employee or an employee in any capacity receiving a BCC payroll check during the present fiscal or calendar year. Contact the Personnel Department for instructions on processing the payment by completing a Personnel Recommendation form (PER-1). If the **Provider has not** served as an employee as stated above, proceed to process the agreement as follows:

1. Cost Center Administrator completes **ALL** information sections. When filling in the date when payment is to be made, consideration should be given to the need to allow five days for processing by the College Accounting Department.
2. In the section "Services to be provided", describe the services and the purpose of the services to be provided.
3. In the section "Terms", if appropriate, insert the following statement: "The College reserves the right to cancel this agreement if there is insufficient enrollment".
4. Fill in the amount to be paid to the Provider. The amount paid to the provider should include all travel and other expenses incurred in providing the agreed upon services.
5. The provider should sign on the Provider's signature line and fill in the date. The Cost Center Administrator should sign and date the form on the line provided.
6. Retain a copy for your Cost Center records.
7. Prepare a Disbursement Request for a one time service and attach to the back of the agreement; if more than one payment is required prepare a Department Requisition and attach to the back of the agreement; in the description area of the disbursement request or department requisition provide a brief description of the services to be provided and the statement "per the attached agreement". Forward to the appropriate channels, obtaining all required approvals.
8. **AFTER** the Board of Trustees approves the Agreement, the President will sign for the College. The ORIGINAL copy and the provider's resume will be retained for supplemental records of the Board of Trustees.
9. The remaining copies will be forwarded to the Accounts Payable Department or the Purchasing Department for processing.
10. When the Provider has completed the agreed upon services, the Cost Center Administrator shall sign agreement and date at the "Certification of Services" section and forward to Accounts Payable for payment. Upon completion the provider will send to the College, attention Accounts Payable, an invoice or letter stating that the services have been provided in accordance with the agreement.
11. If necessary retain a copy for the Cost Center records.

Special Note: If it is absolutely **necessary** to present the check as payment immediately after services are rendered, the Cost Center Administrator shall add the following notation to the agreement: "This is to certify the payment will be made to the Provider upon completion of services **only** if the services are completed in a satisfactory manner." Payment may then be made to the Provider.

The Cost Center Administrator should sign and date the "Certification of Services" section of the Agreement form and attach the disbursement request or purchase order and send to Accounts Payable **within on full working day** for payment.