

Short Form Service Agreement Procedures

Purpose/Process

To expedite diminutive agreements and to protect the University contractually, the University has developed short form service agreements for various services. These one page service agreements contain the many items to be agreed upon between the University and the service provider, including such things as the date of the engagement, compensation and terms of payment.

For these typically small dollar purchases, departments must first complete the appropriate Banner document. They then may download the appropriate service agreement, fill in the pertinent information and have the service provider sign. Based on criteria defined below, the Division Leader may sign the Short Form Service Agreement under \$2,500. For service agreements greater than \$2,500 the service agreement must be submitted to the Purchasing Department. After the appropriate Banner document is approved, Purchasing will review the service agreement and, if appropriate, sign and issue a Purchase Order to the selected vendor.

To expedite service agreement issuance and payment, departments should have the contractor complete IRS Form W-9 needed to certify their tax status. This form must be submitted along with the appropriate Banner document.

All service agreements, once signed, must be provided to the Contract Office for retention. Any questions on completing a Short Form Service Agreement, routing, or retention should be directed to the Contracts Manager (contracts@liberty.edu).

Related Documents:

[Contract Policy & Procedure](#)

[Contract Routing Form](#)

[Purchasing Process Policy and Procedures](#)

[Short Form Service Agreement for Miscellaneous Services](#)

[Short Form Service Agreement for Guest Speakers & Performers](#)

Instructions

Please ensure that all blanks are filled out according to the following instructions and that the completed agreement meets the service needed.

HEADER SECTION

Name and Address of Contractor: Insert the name, address, and phone/fax and email address of the contractor. The contractor may not be a current LU employee, or a company owned by a current University employee, unless pre-authorized by Human Resources.

Liberty University Department, Unit or Division Name: Enter the name of the department needing the contracted services.

Liberty University Address: Provide the complete address, telephone number and fax number for the primary contact person.

Liberty University Department, Unit or Division Contact: Insert the name of the primary University contact person who will be overseeing these services.

SECTION 1 – Scope of Services:

Contractors may not have multiple contracts with the University for the same scope of work per fiscal year. Speakers and Performers should have a separate contract for each engagement.

Name of Project: Insert the name of the project these services will support.

Location: Identify the location where services will be performed.

Description of Services: Provide a detailed description of services that are expected from the contractor. Attach a secondary page if the full description does not fit within the allowable space.

Date(s): Include all dates when services will be used.

Time(s): Include the time of day services will be used for the dates previously listed.

Contractor agrees to provide: List any resources, equipment, et cetera that will be provided by the contractor. The contractor is fully responsible for these items and will not be reimbursed for any items listed in this section, as compensation is intended to cover these costs.

University agrees to provide: List any resources, equipment, space, et cetera that will be provided by the University.

SECTION 2 – Compensation

Payment: List the total contracted amount, either through an hourly rate or a flat fee. If you want help negotiating this fee, contact the Purchasing Department (purchasing@liberty.edu).

Liberty University responsibility: Identify any other costs associated with these contracted services that the University has agreed to cover. (i.e.: travel expenses up to \$500)

SECTION 3 – Terms of Payment: If neither box is selected, the University will issue payment to the contractor 30 days after the receipt of an invoice in the Accounts Payable Office.

Payment within 30 days after services: The University will issue payment to the contractor within 30 days after services are rendered.

Other: Indicate desired payment terms.

SIGNATURES

Contractor: Contractor must sign (a wet signature is requested), date, and print his/her name and title.

Liberty Representative: Given that the Short Form Service Agreement has been developed by the Purchasing Department and gone through legal review, the Division Leader of the department requesting services may sign as the Liberty Representative if the following criteria have been met:

1. No changes have been made to the short form contract;
2. Contractor is not a University employee, or a company owned by a University employee; and
3. Total contract amount does not exceed \$2,500.

If the above criteria cannot be met, a Purchasing agent must review and sign the contract.