



MEMORANDUM

TO: Dr. Robert Garza, President (Quick Tip: Typically, you will include President if amount over 10,000\$ OR if it is an MOU/Partnership Agreement with an External Agency/Organization/ISD as only the President will sign those)

TO: Katherine Doss, Vice President of College Services

THRU: VP
Dean
Supervisor ie Director, Chair, etc....

FROM: Budget Manager/Originating Department

DATE: 5/2/2023

SUBJECT: EXPLAIN BRIEFLY WHAT IT IS

Type of Agreement:
Vendor Name: Vendor Banner: Or N/A (if no payment)
NOTE: Only needed if ACD/PAC will pay vendor; Not needed for other types of agreements like FUA or MOU; If no banner, then ensure vendor is being set up in system to become a vendor through Vendor Application Process found in share.alamo.edu by searching Vendor Application or going to Purchasing Site
Dollar Amount:
Description of Services:
REQ and FOAP (if applicable):
Has agreement been reviewed and completed in full? Yes or No (Circle/Highlight One)
NOTE: Please especially review Exhibits at the end of the document where applicable



COI Included, Active, and Verified meets requirements?
Yes or No or Not Applicable (Circle/Highlight One)

NOTE: Services Agreements and FUAs only, unless otherwise directed. Ensure COI is ACTIVE, lists ACCD as Additional Ensured, and adheres to other Requirements as listed in agreement template

Additional Comments:

Routing Checklist (VPCS Office Use Only):

1. Originating Dept Sends to VPCS Office
2. HR Review
3. Legal/Purchasing Review
4. Returned to Originating Dept for Signature of Contractor
5. Returned from Originating Dept to VPCS Office for Final Signature
6. Final Signature Acquired by VPCS Office
7. Final Executed Sent to Originating Dept



8. Final Executed Sent to Legal and Saved in VPCS Share