

Instructions for Service Agreement Forms

1. You must complete the Service Agreement form GS-78 and it must be signed by the vendor.
2. If current vendor and there are any changes on address or legal name must also complete the IRS Form W-9
3. The department will complete and attach:
 - a. Conflict of Interest
 - b. Form GS-79 Independent Contractor vs Employee
 - c. GS-154 Service Agreement Certification
 - d. Invoice
 - e. Scope of work or Agenda
 - f. Flyer regarding event of service
4. If new vendor, complete and attach new vendor packet

If Using Campus Based Funds

1. Complete Steps 1-4 and attach all 5 completed documents to a Campus Based Requisition Form and submit to the Dean or Other Authorized Signer for Approval.
2. Dean or Other Authorized Signer will forward all documents to ARC Campus Based Funds email.

****The GS-113 Agreement Approval & Routing Sheet only needs to be completed and sent for Routing Approvals for any service agreements that are over \$15,000 and/or more than 1 year in length.