

Laredo Community College

****Guidelines for Contracted Service Agreements less than \$5,000****

1. The purpose of a Contract Service Agreement is to minimize liability and contractual issues. To protect the College, we must consider the time to approve the department's request and the time for the contractor to comply with our contract requirements. A contract must be signed and approved before work begins.
2. Please fill in the contractor's information as required on the first section of the contract service agreement.
3. Fill in the appropriate information for line items 1-4.
4. For item #5 please check one that best describes the contractor.
5. After the contractor has reviewed the agreement, please have contractor sign in the appropriate space as well as the department head that is approving the agreement.
6. Once agreement is signed by both parties, this agreement along with a requisition should be sent to the Accounting Department **one week** prior to service(s) being performed.
Note: Please ensure to submit a W-9 for the contractor as well.
7. Once service(s) is/are performed, you will need to fill out a Certificate of Conformance. This form will be your acknowledgment that services were completed to your specifications before payment can be processed. No payment will be processed without a certificate of conformance.