RADFORD
UNIVERSITY

Procurement and Contracts Process Guidance

Services Agreement

The Services Agreement is used for performing artists, speakers, and skilled services provided by a vendor **not costing over $10,000.00** when the vendor **does not** provide their own contract/proposal for signature.

The following process applies to using the Services Agreement:

1.   If the services or engagement will be provided by an individual, complete the Independent Contractor/Employee Status Certification Form.
    - Follow instructions for approval of the form.
    - Obtain the Commonwealth of Virginia's Substitute W-9 (COVA W-9) Form if there is not a record for the vendor in eVA/Banner (Sent to Accounting Services via secure email)

2.   Complete the Services Agreement. The contractor signs the agreement. If there are any negotiations to the template, these changes must be initialed by the contractor, the department and Procurement and Contracts.

3.   The requesting department submits a purchase requisition in eVA and attaches the completed *signed* Services Agreement.
    - Use PO Category Code of X02 (Exempt from eVA transaction fees) for speakers, musicians, and performing artists, adjudicators, athletic game officials, and writers. All others are to use R01.
    - Use Expenditure account code 712680

4.   The purchase requisition will go through the approval flow in eVA. Procurement and Contracts will review the Services Agreement before approving the purchase requisition.

5.   Once approved, the purchase order will be sent to the vendor. At that time, the department may engage with the vendor to begin services.

6.   Once work is completed, the department will enter receiving data in eVA. The vendor will send an invoice for payment in accordance with payment terms.

7.   PREPAYMENT/PAYMENT ON PERFORMANCE DATE: If payment is required on day of performance or a deposit is required, this must be noted on the PR. Procurement and Contracts will send an email to Accounts Payable once a PO number is assigned. Procurement and Contracts will send Accounts Payable the following information:
    PO number:
    Contractor:
    Total amount of PO:
    Amount Due:
    Date Due: