Revised 3/5/18

University of Houston Clear Lake

COMPLETING THE SERVICES AGREEMENT

(Services provided BY UHCL ~ Revenue Contracts)

Step 1 – Before processing this agreement follow instructions below. If this is not done, contract will be rejected.

- When submitting a Services Agreement (revenue contract) complete the agreement and don't obtain signatures.
- Complete a Revenue Contract Coversheet and obtain departmental signature (Dean, Department Head or designee) on the coversheet **only**.
- Send agreement and coversheet to Contract Administration for review.
- Once review and approvals have been obtained by Contract Administration, the agreement will be sent back to the department for signatures.

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Any last-minute handwritten changes to the business terms of the contract must be initialed by all signers of the contract. Any changes to the legal terms of the contract must be sent to Contract Administration to be reviewed by OGC.

The contract should be sent unsigned to the vendor. If the vendor returns the contract electronically, it must be legible. If there is ANY doubt as to whether the document is legible, forward it to Contracts Administration for verification BEFORE UHCL signatures are obtained.

The UHCL signature on the contract must be that of either the President, the Senior Vice President for Academic Affairs and Provost or the Vice President for Administration and Finance.

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Sections that must be completed are:

Paragraph 1— Click on the drop-down menu to select University of Houston-Clear Lake. Enter name of department and legal name of Customer.

Section 1 STATEMENT OF SERVICES—Insert a detailed description of the goods and/or services to be provided by UHCL for the Customer. If there is not enough room in this section, enter a short description of the goods and/or services to be provided by UHCL in Section 2 along with the statement, "For a more detailed description of the goods and/or services to be provided under this agreement, see Appendix A attached." Then complete and attach the standard form Appendix A (available on the Contract Forms webpage under Miscellaneous Forms) to the agreement.

Section 2 TERM—Enter the beginning and ending dates of the agreement. If the UHCL faculty or staff member that will be performing the service under the agreement will be reimbursed for travel, the dates of travel must be covered by the term of the agreement.

Section 3 COMPENSATION—**The first field** should reflect the total amount that will be paid for the *service only*. If using a calculation for the compensation (e.g., $13.50 per student attending the workshop), enter "See Appendix" and use the standard form Appendix A to fully describe the calculation. **The second field** should reflect the total amount to be reimbursed for *travel and other business-related expenses only*. **The third field** should reflect the total of the first and second fields added together.

SIGNATURE BLOCK— Click on the drop-down menu to select University of Houston-Clear Lake. Enter the name and title of the person(s) that will sign the agreement for UHCL and the address and name of the departmental contact. Then enter the information regarding the person that will sign the agreement for the Customer. NOTE: If the Customer is an individual, the Title and Business fields may be left blank. If the Customer is a company, the Title field should indicate the signer's *Business* Title and the Business field should be completed by entering the name of the Company.

If you have questions, please call Contract Administration at Ext. 2150.

All forms and documents are available on the Contract Administration web page.