

Contract and Agreement Routing (CAR) Form

To expedite processing please refer to CAR Form Instructions before completing .



Step 1: The person arranging the contract/agreement must complete **all** fields. Do not attach a Purchase Requisition.

Date: _____ Requestor: _____ Ext: _____ Email: _____@stmarys-ca.edu

Name of Vendor performing service: _____

Name of Payee if different than Vendor: (Payee must match W-9) _____

W9 on file? Yes No. If No, please attach. Is vendor non-California resident? Yes No
 If Yes, see CAR Form Instructions for required CA tax forms.

I have reviewed the Worksheet on Worker Status. Yes No If No, please explain why not on back.

Estimated **total** dollar amount to be paid over entire length of contract. \$ _____

GL Code: _____ \$ _____ GL Code: _____ \$ _____

Authorized signature (s) for above funding source and dollar amount. Refer to CAR Instructions for more info.

Approval: _____ Approval: _____

Step 2: Identify type of service, when will be performed and payment requirements.

Note all agreements require proof of insurance. See CAR Form Instructions for more information.

Speaker/Performer/Artist _____ Consulting _____ Food Service/Catering* _____ Transportation _____ Other _____

Space Rental _____ Equipment Rental _____ Hotel _____ Agreement renewal (attach prior year agreement) _____

*Food Service on campus must attach signed **Food Liability Waiver** and proof of insurance.
 *Food Service off campus must attach **Food Handling Guidelines** unless insurance is provided.

Insurance Certificate Attached? Yes No If No, please explain: _____

Services will begin on: _____; Services to be completed on: _____

Deposit Amount: \$ _____ Due by: _____ Final Payment Amount: \$ _____ Due by: _____

Multiple billings: Yes No

Payment Method: Entire contract amount must be paid by one method (either all by check or all by P card).

Check request or Invoice will be submitted to Accounts Payable when payment is due
 Payment is due now, please go ahead and process payment. I have attached the payment request.
 Purchasing to place on College credit card
 Requesting to put on my P card (Please note CAR # in comments at sign off.)

Upon completion of Steps 1 and 2, attach CAR form to all pages of contract/agreement that is signed by your vendor.
Note: The VP for Finance is the authorized signer for the College.

Step 3: To be completed by the Business Office.

Signatures:

Advertising/Promotion	Vice President for Communications	
Technology	Chief Technology Officer	
Funding Approval:	Controller: _____ Accounting Mgr: _____	
Administrative Services	<input type="checkbox"/> Insurance Certificate Attached <input type="checkbox"/> Food Waiver Liability Form <input type="checkbox"/> Food Handling Guidelines <input type="checkbox"/> Prior Year Renewal Reviewed	
General Counsel	Vendor provided agreements	
Peter Michell	Agreements for Corporations	
Jeanne DeMatteo	Agreements for Individual/Sole Proprietors	

FOR PURCHASING DEPT ONLY: PO _____ Vendor _____ Received _____
 Scanned _____ W9 to AP _____ Payment Request to AP _____ CAR# _____