

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

Vendor (Name 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 IRS 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.

See CAR Form Instructions for required additional signature approvals. _____

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

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: Only the President or VP for Finance are authorized signers for the College.

Step 3: To be completed by the Business Office.

Signatures:

Advertising/Promotion	Vice Provost, Enrollment & 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 Mitchell	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# _____