

CHECKLIST FOR SHORT TERM AGREEMENTS (STA)

Agreement for services, with term one year or less, costing \$5,000 or less

___ Is the Vendor in SAP?

___ Yes

___ No – Have the Vendor complete a “Create Vendor Form,” provide a copy of their W-9, and email it to ProcurementVendorMaintenance@email.laccd.edu.

___ STA Requirements

→ \$5,000 or less AND one year or less

___ Complete a Contract Request Form (CRF)

→ Note: Prepare Electronic Budget Transfer Authorization (eBTA), if necessary. Funding must be in the appropriate G/L account (e.g. 562100, 582400) prior to submission of request.

___ Contract Request is less than \$2,500

→ Forward request to Administrative Services. College Purchasing Department/Initiator enters the Request as a Short Term Agreement (STA) type of transaction and will attach all documents in SAP for processing.

___ Contract Request is \$2,500 up to \$4,999.99

→ Forward Request to Administrative Services. Request shall include three (3) informal quotes¹ uploaded in SAP along with any other applicable documents. College Purchasing Department/Initiator enters the Request as a Short Term Agreement (STA) type of transaction and will attach all documents in SAP for processing.

NOTE: Some SFP's have lower thresholds for quotes (Federal OMB – requires quotes for all purchases/contracts more than \$1.00)

¹ Note: Quotes are NOT required for Community Services programs, modeling services, musical performances, and workshop presenters.