New Agreement for Professional Services

A revised version of WIU's Agreement for Professional Services has been posted to the Provost Office's website:

http://www.wiu.edu/provost/forms/

Always use the most current version posted on the website. It is also located on the Purchasing Office website.

Important reminders about contracting for professional services:

- The contract must be fully signed before services begin. Please allow at least 2 weeks for signatures to be obtained. Late contracts require that a justification for late submission be submitted to the Purchasing Office.
- Any contract over $1500 must be submitted with a Request for Purchase to the Purchasing Office prior to the beginning date of the contract.
- A fiscal agent may sign WIU's Agreement for Professional Services on behalf of the University ***only*** if the contract is less than $1500. Per the University Policy Manual, only the President or his/her designees (which is the Vice President for Administrative Services Office) are authorized to sign contracts for the University. Any violation of this Regulation may render the contract void, if in the best interests of the University, and make the signing employee personally responsible for any consequences of the voided contract.
- The Provost has requested that all academic agreements be signed by the respective Dean in addition to the Associate Provost.
- If a vendor has their own contract (including hotel and advertising agreements, performance contracts, maintenance agreements, etc.) – regardless of dollar amount - please call the Purchasing Office for further instructions. The Board of Trustees Regulations state, "All contracts which an employee believes may raise legal issues shall be submitted to the President or his designee (which is the Vice President for Administrative Services Office) for approval as to legal form before they are signed."
- All internal agreements between University departments should be reduced to writing. A template is found on the Purchasing Office website.
- Departments should contact the Purchasing Office when:
  - the contract is $20,000 or more before sending an agreement to the vendor
  - there is a known conflict of interest
  - the contract is with a foreign individual