

UNCSA Foundation, Inc.

Professional Services Agreement Checklist

(Please check either "Attached" or "N/A" and attach the corresponding documentation and sign below prior to submitting form)

Attached

Not Applicable

Materials Required

FOR A CHECK REQUEST

check request form

form 303 (unless LLC)

If LLC, invoice must be included

professional service agreement

If the subcontractor has their own insurance, get a certificate of insurance from the subcontractor. This relates to question 12 on 303.

w-9 for new vendors

EFT vendor form (if you want to pay by wire transfer inside of the US)

Originator's Signature