

Short Term Limited Scope Service (STLS)
Agreement and Express Invoice

Short Term Limited Scope Services Instructions

Department Instructions:

1. This form is only to be used to pay individuals, not companies
2. This form may not be used for amounts in excess of \$5,000.00
3. This form may not be used to pay University employees
4. Department is responsible for obtaining a Vendor Data Record (Form 204). No payment will be issued without a completed VDR. No Exceptions.
5. If the vendor is driving on campus, the vendor must provide proof of automobile insurance; department personnel should make a copy of the insurance card and attach it to the STLS form.
*Please note: If the STLS form is not accompanied by the vendor's valid/current proof of auto insurance, the STLS form will be returned unapproved.
6. Submit to the Purchasing Department located in SA2750.

Check Delivery Instructions:

1. The department may request the check be mailed to the vendor or the department may elect to pick-up the check from the Cashier's Office located on the first floor of the Student Services and Administration Building.
2. If requesting a check for the day of the event, please submit minimum of 10 business days in advance of the day of the event and indicate the date needed on the form.

Vendor Instructions:

1. Vendors must complete the Vendor Data Record (Form 204) and submit to department. No payment will be issued without a completed VDR. No Exceptions.
2. Provide proof of valid/current automobile insurance to the department.
*Please note: If the STLS form is not accompanied by the vendor's valid/current proof of auto insurance, the STLS form will be returned unapproved.
3. Read and sign the "Release of Liability" provision.

THE FOLLOWING COMPRISES A COMPLETE PACKET OF DOCUMENTS:

1. The Short Term Limited Scope Agreement and Express Invoice
2. A Vendor Data Record (unless it is already on file); form located at:
http://www20.csueastbay.edu/af/departments/finance/procurement/accounts-payable/files/docs/new_vendor_data_form.pdf
3. A photo copy of the vendor's auto insurance card

For questions, please contact:

Chris Lam-Vazquez at 510-885-7606, email: chris.lam-vazquez@csueastbay.edu