

**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 a 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:

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