

ASC Service Agreement Template Checklist

1. CSU Fullerton Auxiliary Services Corporation (ASC) is the legal entity which signs all agreements with businesses doing work for ASC Sponsored and Campus programs.
2. The CSUF ASC Executive Director must sign the agreement.
3. The CONTRACTOR is the business which will perform the work under the agreement.
4. The Contractor must provide their Federal tax identification number.
5. The Contractor may not begin work until the agreement has been signed by the Executive Director of the Auxiliary Services Corporation.
6. Enter the maximum dollar amount to be paid and the beginning and ending date the work must be performed.
7. Who is the payee that should appear on the check? Enter under #2 "Compensation & Payment".
8. ASC Executive Director, Contractor, and the ASC PI or Project Director must sign.

Exhibit A – Scope of Services, Time Period, Account to Charge

1. Attach a description of the work to be performed and title it "Exhibit A-1".
2. Confirm the start and end date of the work period.
3. List the ASC project numbers to be charged.

Exhibit B – Maximum Cost, Billing Schedule

1. Enter the maximum amount to be paid using both words and numbers.
2. Unless the Contractor agrees to one payment at the end of the agreement, enter a description of the billing schedule: monthly, by milestone, by units of product produced, etc.

Exhibit C – List of Contacts for the Contractor

1. Administrative Contact: The person at the Contractor who reviews how the contractor is spending against their agreement.
2. Technical Point of Contact: The person at the Contractor with the expertise performing the work.
3. Financial Contact: The person at the Contractor who submits invoices to the ASC.
4. Authorized Official: The person who has the legal authority to sign legal documents for the Contractor.

Depending on the size of the business, one or more of these roles may be filled by the same individual.