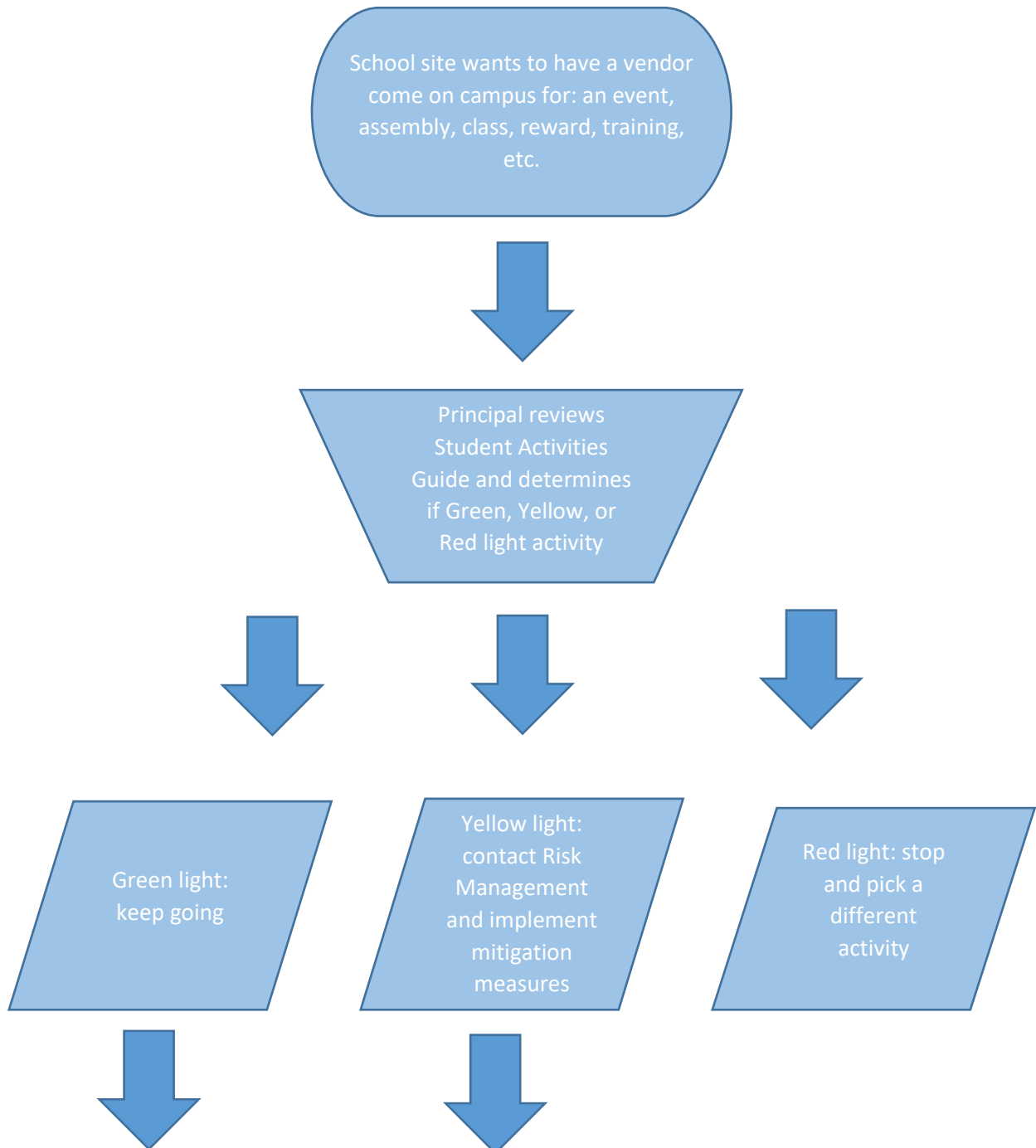


Agreement for Professional Services / Contracts Flowchart A:

School-Initiated Events

This flowchart is for contracts/professional services agreements for events initiated by district staff and funded by the school/district. For events initiated and funded by PTX groups, please use Flowchart B instead.



Is vendor listed on current [List of Site Vendors](#)?

YES

NO

1. Enter requisition
2. Notify Vivian Patrick of event time/date, and Req. #

1. Enter requisition
2. Initiate Professional Services Agreement Process
3. Work through Professional Services Agreement Process with Risk Management

Students enjoy the event