



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Purchase Agreement Checklist**

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1.  Contract Number
2.  College Name and Department or District Department
3.  Supplier's Name
4.  Supplier's company status (Sole Proprietorship, Corporation, Limited Liability Company, Partnership, Not for Profit Organization)
5.  Supplier's Contact's Name, Title, Company Name, phone number, email address, physical address.
6.  District or College Department Vice President's Contact Name, Title, District and/or College and Department name, phone number, email address, physical address
7.  District or College Department Administrator's Contact Name, Title, District and/or College and Department name, phone number, email address, physical address
8.  If funded by a federal or local grant, the grant number.
9.  Any documents the Supplier submitted.
10.  Bid number (if applicable).
11.  When the contract starts and ends.
12.  What you are buying, a description, timeframe, and cost of each good and/or service
13.  If firm fixed price: dollar amount.
14.  If Time and Materials, name of service provider, their rate, how long they are working, their cost, and overall not to exceed amount.
15.  Any payment specifications
16.  Anything the District needs to do?

- 17.  Where will this be performed? Onsite or Remotely?
- 18.  Are there subcontractors? If so, who are they?
- 19.  Is there any Acceptance Criteria?