

As you work with vendors, please refer to the list below to insure contracts are complete:

1. Agreement includes Vendor's name, address, FID number, telephone, and fax
2. (A) The contract is between the University of Maryland Extension, with your name and contact information (if being paid by a University KFS number)

(B) If the EAC is paying the invoice, the contract should be between "xxxx County/City Extension Advisory Council"
3. Detailed description of item or service
4. Delivery date of the item, Completion date for the service, or Date of the event will be held
5. Starting and Ending times of the event/service period
6. Estimated cost for the event, items, or services
7. Room setup (diagram or written outline)
8. Menu, including beverages (absolutely no alcoholic beverages)

Provide the KFS funding source when submitting the contract for review. Depending on the funding source (e.g., grants), additional levels of approval may be necessary.