

Agreements: Agreements allow departments to purchase services, other than repairs, that are unique or special in nature. Consultants, guest speakers, artists, accreditation services, laboratory services and inspection services are just a few examples.

Note: If the services are not a sole source and are between \$25,000 and \$50,000, three quotes are required. If over \$50,000, formal competitive bids must be obtained by the Procurement Office.

When negotiating a contract for a consultant or artist, all expenses should be included in the basic service fee. If the vendor insists that travel be reimbursed as a separate item, please remember that the travel expense amount must be separated from the fee and the appropriate account code must be used. Also, when the vendor submits their invoice, it must be itemized and include all appropriate back up documentation. Direct billing of lodging for consultants or artists is not permitted.

The *Agreement Form WV-48* must be completed (typed) by the requesting department and sent to individual/vendor for signature. The agreement must be signed by the vendor **prior** to the beginning date of service.

If the individual is a full-time State employee, the certification statement on the form must be fully completed and signed by their immediate supervisor.

If the agreement is for an individual or sole proprietor the following forms must be completed and attached:

- Determination of Independent Contractor Worksheet
- Independent Contractor Declaration

If the vendor/individual is not listed in the state's vendor payment file (OASIS), a W-9 form will be needed.

NOTE: If the individual is a Fairmont State University employee, payment must be processed through Payroll. Please contact the payroll office for additional information.