

AGREEMENT FORM WV 48 INSTRUCTIONS

General Information About the Agreement Form WV 48

The form is designed to be used as a multi-purpose form for services of a simple nature such as entertainment services, camp workers, seminars, workshops, training services, guest speaker services, etc. This form is not designed to be used for more complicated services such as medical services, health services or architectural/engineering services.

The form is a fill-in form which prompts you to enter text, choose an item or select a date. The cursor will automatically move to the next field to update by hitting the TAB key. The fields that need to be updated are white. Fields that do not need to be updated are yellow. Please fill in all fields.

To ensure timely payment to the Vendor, the process should begin at least three (3) weeks prior to the first date of service.

The agreement should be signed by all parties on or before the first date of service.

The Agreement Form WV 48 file is available on the following link:

[http://www.glenville.edu/pdfs/WV 48 Agreement w TC and Invoice.doc](http://www.glenville.edu/pdfs/WV_48_Agreement_w_TC_and_Invoice.doc)

The Agreement Form WV 48 file also contains the GSC Standard Terms and Conditions and an Invoice Template. It is the Vendor's responsibility to submit an invoice for payment however it is necessary at times for Glenville State College to create an invoice for the Vendor.

Before you begin completing the form, you must verify if the Vendor is on file in the West Virginia Financial Reporting Management System (FIMS) or request the Glenville State College Purchasing Department to do so. Payment cannot be made to the Vendor if they are not on file in FIMS or not on file in FIMS correctly (see page 2 for an example of a FIMS Vendor Inquiry screen). FIMS Vendor Inquiry Instructions are available on the following link:

[http://www.glenville.edu/pdfs/FIMS Vendor Inquiry Instructions 20080501.pdf](http://www.glenville.edu/pdfs/FIMS_Vendor_Inquiry_Instructions_20080501.pdf)

The Vendor must submit an original W9 form to the Glenville State College Purchasing Department under the following circumstance:

- The Vendor's information is not on file in FIMS
- The Vendor's Name, Address, Business Designation and/or Tax Identification # (FEIN/SSN) is on file in FIMS but is not correct
- The Vendor Status is other than a "Y".

The W9 form is available on the following link:

[http://www.glenville.edu/pdfs/PurchasingFormW9 Oct2007.pdf](http://www.glenville.edu/pdfs/PurchasingFormW9_Oct2007.pdf)

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If the Vendor's information is on file correctly in FIMS, you can begin completing the agreement form.

AGREEMENT FORM WV 48						
<p>THIS AGREEMENT IS BETWEEN GLENVILLE STATE COLLEGE LOCATED AT 200 HIGH ST., GLENVILLE WV 26351 AND THE VENDOR. THIS AGREEMENT DOES NOT CONSTITUTE AN EMPLOYEE RELATIONSHIP. THE VENDOR SHALL REMAIN AN INDEPENDENT CONTRACTOR.</p>						
SECTION 1 – VENDOR INFORMATION						
The Vendor must submit an original W9 if their vendor information is not on file in FIMS or the vendor information on file in FIMS is incorrect.						
Vendor's FIMS #	Field 1	Vendor's Business Designation (BD):	Field 2			
Vendor's Name	Field 3					
Vendor's Address	Field 4					
Vendor's Phone #	Field 5	Vendor's Email Address	Field 6			
Vendor's Employment Status	Field 7					
<p>Certification Statement It is hereby certified that the service(s) to be performed under this agreement by this Vendor will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by the above named Vendor from the State of West Virginia for full-time employment during the current fiscal year.</p>						
Vendor's Title	Field 8	Supervisor's Signature	Field 9	Date	Field 10	
SECTION 2 - DESCRIPTION OF SERVICES						
First effective date(s) of service	Field 11	Last effective date of service	Field 12			
<p>The Vendor agrees to perform the service(s) described below for Glenville State College which shall include but is not limited to all labor, equipment, materials, supplies and any travel related expense unless otherwise stated within the Description of Services. Any travel related expenses that are reimbursed or paid for by Glenville State College must be in accordance with the College's Travel Policies and Procedures.</p>						
DESCRIPTION OF SERVICES						
Field 13						
SECTION 3 – COMPENSATION/PAYMENT TERMS						
The Vendor must submit an invoice to be paid for any services rendered. The Vendor Name on the invoice must match the Vendor Name in Section 1.						
Compensation For Service	Field 14	Field 15	Field 16	not to exceed	Field 17	Field 18
Payment Frequency	Field 19		Does the Vendor accept VISA for payment?	Field 20		
SECTION 4 – TERMS AND CONDITIONS – Attached or on reverse side of form.						
Also available on the following link: http://www.glenville.edu/pdfs/GSC_Standard_Terms_and_Conditions.pdf						
Fund	Orgn	Account	Amount			
Field 21	Field 22	Field 23	Field 24			
SECTION 5 – APPROVAL/ACCEPTANCE						
Upon signature, the parties certify that they have read and understood the Agreement and the Terms and Conditions, accept such without modification.						
	Glenville State College (Area/Department)	Vendor (Authorized Representative)	Glenville State College (College Official)			
Signature	Field 25	Field 27	Field 29			
Date	Field 26	Field 28	Field 30			

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Section 1 – Vendor Information

Field 1: Vendor's FIMS

Type in the FIMS Vendor ID # as it appears in FIMS. Do not type in the social security number.

Field 2: Vendor's Business Designation

Select the appropriate FIMS Business Designation (BD) from the drop down menu.

Field 3: Vendor's Name

Type in the Vendor's Name as it appears in FIMS.

Field 4: Vendor's Address

Type in the Vendor's Address as it appears in FIMS.

Field 5: Vendor's Phone

Type in the Vendor's Phone #.

Field 6: Vendor's Email Address

Type in the Vendor's Email Address.

Field 7: Vendor's Employment Status

Choose the appropriate employment status from the drop down menu.

Fields 8, 9 and 10: Certification Statement

If the Vendor is an employee of the State of West Virginia, the Vendor's supervisor must complete Field 8, Field 9 and Field 10.

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Section 2 – Description of Services

Please note that the agreement states that “...all labor, equipment, materials, supplies and any travel related expenses” are included in the agreement amount unless otherwise stated in the description. The Glenville State College Purchasing Department must approve any of these items to be included in the description of the agreement.

Field 11: First Effective Dates of Service

Choose the first date of service from the calendar.

Field 12: Last Effective Dates of Service

Choose the last date of service from the calendar.

Field 13: Description of Services

Type in a detailed description of the services to be provided by the Vendor.

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Section 3 – Compensation/Payment Terms

If the appropriate choice is not listed in the drop down menus, choose See Section 3 from the drop down menu and describe the payment method in Field 13 (Description of Services) in Section 2.

Field 14: Compensation for Service

Choose a payment method from the drop down menu.

Field 15: Amount of Payment

Type in the amount of the payment.

Field 16: Description of Payment

Choose a payment description from the drop down menu.

Field 17: Amount of Agreement

Enter the total dollar amount of the agreement.

Field 18: Description of Payment

Choose a payment description from the drop down menu.

Field 19: Payment Frequency

Choose a payment frequency from the drop down menu.

Field 20: VISA Payment

Choose the appropriate answer from the drop down menu.

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Section 4 – Terms and Conditions

Copy the GSC Standard Terms and Conditions onto the back of the form after printed (preferred) or otherwise provide such to the Vendor. The GSC Standard Terms and Conditions are included in the Agreement Form WV 48 file and/or available on the following link:

http://www.glennville.edu/pdfs/GSC_Standard_Terms_and_Conditions.pdf

Field 21: Fund

Type in the appropriate fund.

Field 22: Orgn

Type in the appropriate orgn.

Field 23: Account

Choose the appropriate account number from the drop down menu.

Field 24: Amount

Type in the appropriate amount.

If there is more than one fund, orgn, account and/or amount, use the following format as applicable:

Fund	449600/449700	Orgn	050001/040001	Account	025000/036000	Amount	\$1.00/\$2.00
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The charge will be posted as follows: 449600-050001-025000 = \$1.00
449700-040001-036000 = \$2.00

The cursor will move to the first field of the Invoice form after you hit tab in Field 24.

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The vendor should provide their own invoice however if necessary, you may complete the Invoice form for the vendor. The Invoice form is a fill-in form which prompts you to enter text, choose an item or select a date. The cursor will automatically move to the next field to update by hitting the TAB key. The fields that need to be updated are white. Fields that do not need to be updated are green.

Section 5 – Approval/Acceptance

Print the agreement form and copy the GSC Standard Terms and Conditions onto the back of the agreement form (preferred)

Or

Print the agreement form and otherwise provide a copy of the GSC Standard Terms and Conditions to the Vendor.

Print the Invoice Form as applicable.

Note: To print just the agreement or the invoice, select “Current Page” instead of “All” on the print menu.

Field 25 and Field 26: Signature/Date

Obtain the appropriate Area/Department signature and the date of signature.

Field 27 and Field 28: Signature/Date

Obtain the Vendor’s Signature and the date of signature.

Field 29 and Field 30: Signature

Forward the signed agreement to the Glenville State College Purchasing Department for signature.

Note: The agreement should be signed by all parties on or before the first date of service.

Note: Do not submit a WV 96 form. The WV 96 form is used when the Vendor’s agreement is utilized instead of a Glenville State College agreement form.