

**PURCHASING POLICIES AND PROCEDURES MANUAL
FOR LOCAL EDUCATIONAL AGENCIES**

Short Term Agreement

Instructions

The Short Term Agreement Form is designed to provide agencies a method whereby they may enter into a short-term agreement without the necessity of drawing up complicated legal forms. By utilizing the form, whose content and format have previously been approved, the agency will aid in the prompt processing of the contract.

Purchase Order Number - Enter the purchase order number assigned by the LEA.

WVEIS Account # - Enter the WVEIS accounting information.

WVEIS Vendor # - Enter the WVEIS vendor number.

Description of Work -These three (3) lines are reserved for a description of the work or service to be performed.

Date of Service(s) -In this space, the dates the service is to be performed should be entered. If the service is to extend over a long period of time, enter the beginning date and the final date of service. Be sure that the agreement does NOT commit appropriated funds in a future fiscal year.

Rate of Pay - Enter the rate of pay as the total per month, quarter, year or per hour.

LEA Employee Status - If the agreement is for consulting services with an individual, the appropriate box in this section must be checked to indicate whether or not the individual performing the service is or is not a full time employee of the LEA.

Total Amount - Enter the total amount of the fee for the services, exclusive of travel and out-of-pocket expenses.

Vendor's Signature - The signature of the consultant or officer of the company performing the service must be indicated.

Approved - The purchasing director must approve the purchase in this space.

LEA Signature - The designee of the LEA for which the vendor works must sign this space and indicate his title below his signature.

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SHORT TERM AGREEMENT

Purchase Order # _____ WVEIS Vendor # _____

WVEIS Account # _____ LEA _____

Vendor's Name _____

Vendor's Address _____

I, the above named vendor, agree to perform the following services for the above named LEA:

Description of services: _____

Date(s) of Service: From _____ To _____

The rate of pay shall be \$ _____ per _____ not to exceed \$ _____

for the entire term of this agreement.

Note: All anticipated expenses of the vendor, including travel must be incorporated into the vendor's fee. No expenses will be reimbursed by the above named LEA; all expenses, including travel, taxes, or other fees will be the sole responsibility of the vendor.

The following certification must be completed and signed by the vendor:

Please check the appropriate box:

_____ I am not currently a full or part-time employee of the LEA

_____ I am currently a full-time employee of the LEA. Position: _____

_____ I am currently a part-time employee of the LEA. Position: _____

It is certified that the services that are to be performed under this agreement will not be performed during the hours that the employee is expected to perform his/her regular duties for the LEA, nor will the services performed under this agreement interfere with or detract in any other way from the performance of those duties.

SIGNED:

LEA:

Vendor:

Signature of authorizing official

Vendor's signature

Title

FEIN or SSN

Date

Date

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Agreement Questionnaire

Instructions

The **Agreement Questionnaire** or a similar form must be used and attached to a **Short Term Agreement Form** when procuring technical, professional, or other services. This questionnaire is also used when procuring business services for personnel.

The purpose of the questionnaire is to document the scope of the project and to project the results expected to be attained by forming this agreement.

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Agreement Questionnaire

Requisition / Purchase Order # _____

WVEIS Vendor # _____

1. Briefly describe the project scope of work to be completed or the problem to be solved by executing this agreement purchase order with (vendor) _____.

2. What results do you expect to achieve issuing this agreement?

3. What would be the effects on you, the LEA, if this agreement were not implemented?

4. What specialized or professional skill will be provided that is not available within the LEA or RESA?

5. Is this agreement related to any other project being undertaken within the LEA? If so, briefly describe.

6. Describe the methodology and evaluation criteria utilized to select this vendor.

7. What other vendors were considered for this work? Explain why this particular vendor was selected over those considered.