

	<b>REBO Intake Sheet</b>	<b>Contract</b>	<b>Purchasing Card Exception Request</b>	<b>State Administrative and Accounting Manual Justification (SAAM)</b>	<b>W-9</b>
<b>Affiliation/ Internship</b>	Yes	Yes	Yes (if paying by p-card)	No	Yes (if money is involved)
<b>Facility Use</b>	Yes	Yes	Yes (if paying by p-card)	Yes (if it is a non-state or non-public facility)	Yes (if money is involved)
<b>Inter-agency/ Inter-local</b>	Yes	Yes	Yes* (if paying by p-card)	No	Yes (if money is involved)
<b>Lodging</b>	Yes	Yes	Yes** (if paying by p-card)	No	Yes (if money is involved)
<b>Real Property</b>	Yes	Yes	No	No	Yes
<b>Revenue (WSU is being paid)</b>	Yes	Yes	N/A	N/A	No
<b>Personal/Purchased Service Contract</b>	Yes	Yes	Yes (if paying by p-card)	No	Yes (if money is involved)
<b>Demonstration Gardens</b>	Yes	Yes	No	No	Yes
<b>MOA/MOU (excludes yearly county agreements)</b>	Yes	Yes	Yes (if paying by p-card)	No, unless non-public facilities are implicated	Yes (if money is involved)
<b>Master Agreements</b>	Yes	Yes	Yes, if the master agreement initiates a payment, and if that payment will be paid on a p-card	No, unless the master agreement is with a non-public facility	Yes (if money is involved)
<b>Agreements subordinate to an existing Master Agreement</b>	Yes	Yes	Yes (if paying by p-card)	No, unless the applicable master agreement required one, then the subordinate agreement will too	No, if one was submitted with the applicable master agreement

**\*Note:** This is a rare method of payment for this type of agreement (should raise a red flag).

**\*\* Direct Bill Exception:** (if applicable) – Required if lodging is for non-WSU employees or students, WSU employees accompanying non-employees or students, or five or more employees booking a block of rooms. This exception is provided in the form of an approval email from the Controller’s Office, there is not physical form available for this exception (See BPPM 95.06 for more information) a copy of the approval should be included when the contract is submitted.

All complete contract packets (contract plus appropriate supporting documents) need to be submitted to [contract.bc@wsu.edu](mailto:contract.bc@wsu.edu). Please be aware that there is a **60-day processing time for contracts**.

## **Supporting Document Definitions**

- **REBO Intake Sheet:** Complete this document for all contract types. Refer to BPPM 10.11 for instructions.
- **State Administrative and Accounting Manual Justification (SAAM):** *“When meeting or conferences are necessary, agencies must give first preference to locations at state or other public (e.g., local government) facilities.”* Required when a contract is for use of a non-state or non-publicly owned facility (if overnight lodging is included in the contract; this form is not required). Complete the form and send the form along with the contract packet to [contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu).
- **Master Agreement:** These agreements are in place, so our clients can use a facility ad hoc under the already agreed-upon terms, for up to three years.
- **W-9:** Request for a Taxpayer Identification Number and Certification in order to establish a WSU ID number.
- **P-card Exception Request:** If a p-card will be used to make any payment, or provided to hold any space, an exception must be provided and the CAHNRS BC Contracts Specialist will get appropriate signatures and approval.
- **Request for a Certificate of Insurance:** Occasionally the WSU will need to provide to other parties’ evidence of insurance coverage. Such evidence is generally called a Certificate of Insurance. The other party may be named as additional insured under WSU’s liability policy. Please review the terms and conditions of the contract to decide if the certificate is needed for the contract request. If the certificate is needed per the terms of the contract please submit the request to [riskmanagement@wsu.edu](mailto:riskmanagement@wsu.edu) and Cc [contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu). Once you have received the certificate please send it to [contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu) and the counterparty/vendor.

## **Contract Type Definitions**

### **1) AFFILIATION / INTERNSHIP**

**Definition:** Affiliation / Internship agreements are agreements where one party is accepting the students (sometimes referred to as interns, trainees...) of the other party for the purpose of an internship, clinical experience, or similar. These agreements are most often used by the Colleges of Pharmacy, Nursing, Medicine, and the Schools or Programs in Nutrition and Exercise Physiology, Speech and Hearing Sciences, Human Development, though this is not an exhaustive list. The agreements we most often process is those where WSU is sending its students to another party for an internship or clinical experience. We do also process agreements where WSU is accepting students / interns from another agency, though less frequently. Money is not often exchanged in these agreements.

### **2) FACILITY USE**

**Definition:** Facility Use agreements are generally used for short-term rentals of buildings or meeting space. We do have “master agreements” in place, where our clients can use a facility ad hoc under the already agreed-upon terms, for a certain period (sometimes a few years). WSU can rent another party’s space, or another party can rent WSU’s space. These agreements can include catering and/or hotel rooms. See misc. notes below for further details on catering and lodging rules. Also see the real property section for an additional note.

### 3) INTERAGENCY / INTERLOCAL

**Definition:** These agreements cover a wide variety of performance and scopes of work but are generally entered between WSU and another public entity that are working collaboratively toward a common goal (federal, Washington or other state agency, county, city).

### 4) LODGING

**Definition:** Lodging agreements are for the short-term use of a hotel but can include catering. If the agreement entails meeting space or mentions ‘facility’ (even if fees are waived) then it becomes a Facility Use agreement. See the real property section for an additional note.

### 5) REAL PROPERTY

**Definition:** Real property (RP) is considered any agreement that entails the lease/purchase/sale of land, preferred rate lodging agreements generally in excess of one week’s duration, building leases of any length, or facility use agreements in excess of one week (this is not a hard and fast rule, just a general guideline), storage unit rentals, and demonstration gardens... if you’re unsure, send it to the CAHNRS Business Center Contract Specialist at [contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu) first to determine whether it fits under Real Estate Offices’ definition of Real property.

### 6) REVENUE

**Definition:** Revenue agreements are those agreements for which the University is performing a service and being paid in return. This does not apply to cost recovery agreements (i.e. facility use agreements where we charge entrants/participants a registration/entry fee). These should generally be executed by a Service Center (i.e. SESRC, WADDL), in which paperwork must be complete and approved before the Contracts Office will approve the contract.

### 7) SPEAKER / PERFORMER (Personal/Purchased Service Contract)

**Definition:** These agreements are generally put into place when WSU hires a speaker or performer (i.e. Mom/Dad’s Weekend entertainment, MLK Day keynote, etc.) ... not when we allow a staff/faculty member to speak/perform at another agency. Note that speaker/performer agreements for a strictly faculty/staff audience should go through Purchasing (Personal Services). However, if it’s open to the public or students (Client Services), the Contracts Office will usually process it.

### 8) DEMONSTRATION GARDENS

**Definition:** a landscape or garden planting designed and maintained under the supervision of a WSU horticulture Extension agent for the purpose of teaching horticultural principles and practices as part of an Extension education program.

### 9) MOA/MOU

**Definition:** A formal, signed agreement that serves as an addendum to the collective bargaining agreement. A MOU usually addresses a significant issue that emerged during the term of the agreement, and it represents the mutual understanding between the parties on that issue. Also known as a Memorandum of Agreement (MOA), a Letter of Understanding (LOU) or a Letter of Agreement (LOA).

#### 10) Master Agreements

**Definition:** The master agreement is a document agreed between two parties that sets out standard terms that apply to all the transactions entered between those parties. Each time that a transaction is entered into, the terms of the master agreement do not need to be re-negotiated and can typically be used for up to three years.

#### Miscellaneous Notes

- Agreements for catering alone will usually be processed by the WSU Purchasing Office via the CAHNRS Business Center, unless the catering is directly tied to a facility use or lodging agreement it is processed through the WSU CREO office via the CAHNRS Business Center, or if the agreement mentions a facility (even if the fees are waived).
- Work for hire in excess of \$10,000 will usually be processed by the WSU Purchasing Office via the CAHNRS Business Center, as they require a competitive award procedure. Work for hire is loosely defined as personal or professional services.
- Any project or agreement which entails original research, federal appropriations, or federal grants, will usually be processed by the CAHNRS Business Center Grants office.
- Any agreement implicating real property needs to go to the WSU CREO office via the CAHNRS Business Center.