<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Affiliation/Internship</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if paying by p-card)</td>
<td>No</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Facility Use</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if paying by p-card)</td>
<td>Yes</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Inter-agency/Inter-local</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes* (if paying by p-card)</td>
<td>No</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Lodging</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes** (if paying by p-card)</td>
<td>No</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Real Property</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if paying by p-card)</td>
<td>No</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Revenue (WSU is being paid)</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A (must have a customer number in Workday)</td>
</tr>
<tr>
<td>Personal/Purchased Service Contract</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if paying by p-card)</td>
<td>No</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Demonstration Gardens</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>MOA/MOU (excludes yearly county agreements)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if paying by p-card)</td>
<td>No, unless non-public facilities are implicated</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Master Agreements</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, if the master agreement initiates a payment, and if that payment will be paid on a p-card</td>
<td>No, unless the master agreement is with a non-public facility</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
<tr>
<td>Agreements subordinate to an existing Master Agreement</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if paying by p-card)</td>
<td>No, unless the applicable master agreement required one, then the subordinate agreement will too</td>
<td>Yes (If there is cost involved and they are not a supplier in Workday)</td>
</tr>
</tbody>
</table>
*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. Please be aware that there is a 30 – 60 day processing time for contracts.

Supporting Document Definitions

- **Contract Request Form**: 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.

- **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**: Needed to request a Supplier Number in order to establish a Workday Supplier number (SU#).

- **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 Business Services Office 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 follow this link to submit the request to riskmanagement@wsu.edu: https://wsu.co1.qualtrics.com/jfe/form/SV_e4A6HFxL40yVHHU. Once you have received the certificate please send it to 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 three to five 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/motel/lodge 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.

- Banquet Event Orders – These are catering contracts that accompany lodging agreements (if applicable). These BEO’s need to be submitted at the same time as the lodging agreement contract request and the cost included in the total cost listed on the contract request form.

5) **REAL PROPERTY**

**Definition:** Real property is considered any agreement that entails the lease/purchase/sale of land, building leases of any length, or facility use agreements more than 30 consecutive days, storage unit rentals, and demonstration gardens. If you’re unsure if you contract would be considered a real property request, send your questions/documents to the CAHNRS Business Services Office Contracts Specialist at contracts.bc@wsu.edu or the real property expert Kat Odell at odell@wsu.edu (CAHNRS Operations).

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 CAHNRS Business Services Office will process the contract request.

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

**Definition:** These agreements are generally put into place when WSU hires a speaker or performer (i.e., WSU Parents 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 Extension Master Gardener agent for the purpose of teaching horticultural principles and practices as part of an Extension education program.

9) MOA/MOU

Definition: A Memorandum of Understanding/Agreement is a formal, signed agreement that serves as an addendum to the collective bargaining agreement. A MOA/MOU usually addresses a significant issue that has 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 renegotiated and can typically be used for three to five years.

Miscellaneous Notes

- Agreements for catering alone are processed by the WSU Purchasing Office via the CAHNRS Business Services Office, unless the catering is directly tied to a facility use or lodging agreement, then it is processed through the REBO via the CAHNRS Business Services Office, or if the agreement mentions a facility (even if the fees are waived).

- Work for hire for more than $10,000.00 (over the direct buy limit) will be processed by the WSU Purchasing Office via the Contracts Specialist at the CAHNRS Business Services Office, as they require a competitive award procedure or a signed and dated sole source justification memo or proof that the service or supplier is outlined in the grant. 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 Grants office.

- Any agreement implicating real property needs to go to the REBO office via the CAHNRS Business Services Office and/or Kat Odell at CAHNRS Operations.