

Guidelines on Completing the WV-48 Vendor's Agreement

The WV-48 Vendor's Agreement is used to outline services to be rendered, the rate of pay at which will be owed vendor upon completion of services and the dates the service is to be completed. The form must be completed and submitted along with a requisition and any supporting documentation to Procurement Services. Please utilize the guidelines below to assist in completing the form.

1. **Vendor Information:** Enter the full name and address of the vendor. This name and address should match the vendor's W9 form and/or the legal name registered with the Secretary of State.
 - a. Please be sure that if the vendor name includes abbreviations such as "Inc." or "LLC", these must be included in this field as well.
 - b. For individuals and sole proprietors, the full legal name must be used. No abbreviations or nick names will be allowed.
 - c. Please be sure to include the full address. Please check that the address is the most current address for the vendor.
2. **Location:** Please indicate where the service is to be performed. This should almost always be on a Shepherd University campus. In the instance a service is not to be performed on campus, please contact Procurement Services.
3. **Description of Services to be Provided:** *It is recommended that the Shepherd University employee initiating the request for services complete this portion of the form prior to submitting form to vendor for completion.* Please detail the services to be provided. One word descriptions such as "Honorarium" or "Presentation" are not acceptable.
 - a. *Example: Presentation to be given entitled: "How to Complete a Vendor's Agreement Form" at the Regional Procurement Conference.*
4. **Date of Service:** *It is recommended that the Shepherd University employee initiating the request for services complete this portion of the form prior to submitting form to vendor for completion.* Please provide the date the service is to begin and to end.
 - a. Please be sure to include the actual first date of service. If a vendor is being used periodically throughout the entire fiscal year beginning in July, it is acceptable to have the dates July 1, 20xx – June 30, 20xx. However if the vendor isn't anticipated to render service until April, then the first date of service should not be July 1, 20xx, but should be April 1, 20xx.
5. **Rate of Pay:** *It is recommended that the Shepherd University employee initiating the request for services complete this portion of the form prior to submitting form to vendor for completion.* Please indicate the amount of pay, the rate of pay and the total amount to be paid on this agreement for the services outlined above.

6. **Authorized Travel Expense:** *It is recommended that the Shepherd University employee initiating the request for services complete this portion of the form prior to submitting form to vendor for completion.* Please select which of the following will apply.
- a. Will Not Be Reimbursed – the vendor will not be reimbursed for any travel expenses.
 - b. Will Be Direct Billed to Agency (On Agency P-Card) – travel expenses such as lodging, will be billed to a Shepherd University P-Card not to exceed the determined amount.
 - c. Will Be Reimbursed – the vendor will be reimbursed upon providing proper documentation travel expenses not to exceed the determined amount.
7. **WV Employment Status:** The vendor should indicate whether or not he/she is an employee of the State of West Virginia.
8. **Approval Signatures:** The agreement must be fully executed including the signatures and date of the vendor and Shepherd University **on or before the first date of service.**
- a. Only the President, CFO and the Executive Director of Procurement may sign on behalf of Shepherd University. **Procurement Services will be responsible for obtaining the appropriate signature.**
9. **Funding Paragraph:** This section only needs to be completed if the vendor is also an employee at another State of West Virginia institution.