

SIP-6125.F
PROCESSING THE WV-48 AGENCY DELEGATED AGREEMENT
(VENDOR COPY)

The following items, which are included in the processing of the WV-48 Agency Delegated Agreement, will be explained: WV-48 Agency Delegated Agreement, W-9, and Invoice.

The **WV-48 AGENCY DELEGATED AGREEMENT** is a State of West Virginia Purchasing Division Agreement. This agreement is used for contracted services of individuals other than College employees. Please refer to the attached copy of the agreement for required information - see item numbers:

Vendor – Please review items 1-7 (completed by the College Coordinator) to verify that all the information is correct. Next, you will need to complete items 8, 9, 10, and 11 and return the WV-48 Agreement to the College Coordinator.

8) Employment - The appropriate box concerning employment - **must be checked**. If you are *not currently a state employee*, you will need to check the first box. If you *are currently a state employee*, you will need to check the second box and have your supervisor to complete the certification statement found directly under the second box.

9) Vendor Name/Signature - Typed/Handwritten Name and Signature (**Required**)

10) Vendor Social Security Number

11) Date of Signature (Required)

A current **W-9 (Request for Taxpayer Identification Number and Certification)** for the vendor must be on file before the WV-48 can be processed. You may check on wvOasis and Banner to see if this information is current. Please refer to the current W-9 and check both wvOasis and Banner for accuracy on required information:

- 1) **Name**
- 2) **Business Name**, if different from name
- 3) **Vendor Type**-indicate if the vendor is an individual/sole proprietor, corporation, partnership, or other (check appropriate box)
- 4) **Vendor Address**
- 5) **Taxpayer Identification**-Social Security Number or Tax I. D./FEIN
- 6) **Signature** of the Vendor **required**
- 7) **Date of Signature required**

Upon completion of the service, an **INVOICE** from the Vendor must be submitted to the College, in order to process payment for service. Please refer to the attached sample invoice for required information - see item numbers. The heading of the invoice must state "Invoice."

- 1) **Heading – INVOICE**
- 2) **Invoice Number (Unique alpha/numerical-use only once)**
- 3) **Purchase Order (PO) Number**
- 4) **Vendor Name**
- 5) **Vendor Mailing Address**
- 6) **Date of Invoice**
- 7) **Date(s) of Service**
- 8) **Description of Service**
- 9) **Total Amount Due**
- 10) **Vendor Signature**

This information must match the information on the WV-48. The invoiced amount due can be less than the amount of the agreement. However, it cannot be greater than the amount of the agreement.