

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-6125.A**  
**PROCESSING THE WV-48 AGREEMENT**  
**(FOR CONTRACTED INDIVIDUALS OTHER THAN COLLEGE EMPLOYEES)**

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

The **WV-48 AGREEMENT** is a State of West Virginia Purchasing Division Agreement. This agreement is used for contracted services of individuals other than Southern employees. Services totaling less than \$50,000 do not require bids. Services totaling \$50,000 and over require publicized legal bid. The Vice President for Finance and Administration is to be contacted for the form and directions. When completed, the original bid forms are to be submitted to the Vice President for Finance and Administration and a copy maintained for the department files. Reverse bidding or negotiating with the lowest bidder is encouraged. This is done by the Vice President for Finance and Administration.

**Completion of the WV-48.** Please refer to the attached copy and sample forms [SIP-6125.B (blank form); SIP-6125.C (sample form - Not a State Employee); and SIP-6125.D (sample form - State Employee other than Southern Employee)] of the agreement for required information - see item numbers:

- 1) **Vendor** name and address (must match Banner, wvOasis, and W-9)
- 2) **Agency** - Southern WV Community and Technical College and Department, i.e. Workforce Development
- 3) **Location of Service** - i.e. Logan Campus, Mount Gay, location could vary
- 4) **Description of Service** - Service contracted i.e. Instructor for sewing class (needs to clearly define the services being delivered)
- 5) **Dates of Services** - Complete range of service dates required
- 6) **Rate of Pay** - Payment amount required and indicated completion of service(s) i.e. per course/workshop/class/student
- 7) **Not to Exceed** - The limit of payment for the contract
- 8) **Employment** - The appropriate box concerning employment must be checked
- 9) **Vendor Name/Signature** - Typed/Handwritten Name and Signature (in blue ink)
- 10) **Vendor Social Security Number** or FEIN/TIN (must match Banner, wvOasis, and W-9)
- 11) **Date of Signature** (required)

**Approval/Processing** - The completed WV-48 should be sent to the Vice President of the appropriate unit to the Vice President who initials his/her approval in the left margin of the WV-48. A purchase order must then be completed in Banner. Once the purchase order number is obtained, this information is completed at the top of the WV-48, along with the Account Name (Department), and Account Number (Fund/Org) in the spaces provided.

The completed WV-48 and purchase order are delivered to the Accounting Manager, located in the Finance Department, where the appropriate individual(s) will approve and process. **Only** the Vice President of Finance and Administration is authorized to **sign** the WV-48.

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. Accounting Manager will check on wvOasis and Banner to see if this information is current and correct. Southern West Virginia Community and Technical College requires a W-9 be submitted every fiscal year to maintain current information, thereby expediting payment for services.

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 by checking the 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

3) **Purchase Order Number** as stated on WV-48, Agency Delegated Agreement

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 and W-9. The invoiced amount due can be less than the amount of the agreement. However, it cannot be greater than the amount of the agreement.

The **Coordinator** is to initial and date his/her approval of the invoice for payment and submit to the unit vice president. The unit vice president will forward the invoice for payment to the Accounting Assistant.

The contracted party may contact about the status of payment. Contracted party will be paid through the State of West Virginia either by check or by direct deposit (electronic transfer of funds-ETF). In order to be paid by direct deposit, the vendor must complete a wvOasis Company eVendor Agreement Setup (SIP-6125.H) and either mail or fax the completed and signed form to the West Virginia State Auditor's Office.