



Agreements

Frequently Asked Questions

- 1. Can I send everything to the consultant to complete?**
 - a. No, the consultant has not been trained in completing our agreement. You should be using their W-9 and proposal or quote to fill in the consultant agreement. You may leave the signature portions blank for them to complete, since you do not know who will be signing on their behalf.

- 2. A vendor/consultant is coming on-site to provide an assembly for students, its only \$200, do I need a contract?**
 - a. Yes a vendor agreement is needed; the amount does not matter. An agreement is required if a vendor/consultant comes on-site to provide an assembly, workshop, or training.

- 3. The vendor wants us to sign their agreement, but we are just purchasing material, this does not need to go to board, does it?**
 - a. Yes, it does. Anytime a vendor or consultant asks us to sign an agreement (whether it is a licensing agreement, consulting agreement, purchase agreement, etc.) it requires board approval and must be signed by an authorized signatory.

- 4. Can a principal or administrator sign an agreement from a vendor?**
 - a. No, they are not authorized to sign agreements/contracts on behalf of the district. All agreements must be signed by the CBO, Superintendent, or Designee.

- 5. My contract is for \$1,000, but the service ended up being \$1,400, what do I do?**
 - a. If your contract went to board as a Not to Exceed contract, you must submit an amendment for board approval AND submit a requisition to have the PO increased in Galaxy.

- 6. Do I need to wait for my contract to be approved before I can submit my requisition?**
 - a. No, you do not need to wait, but please put the anticipated board approval date, terms, agreement amount, and purpose in the external notes tab.

- 7. I had a agreement last year for a one-day event, can I renew the agreement?**
 - a. No, you must submit a new vendor agreement (e.g. Ned Show).

8. The consultant requires that we complete their agreement, do they also need to sign the district's agreement?

- a. It is best to use the district's agreement, but in instances where we use the other party's agreement, our agreement must be signed as well.

9. The vendor uses different names, how do I know what name to use?

- a. Always use the legal name listed on their W-9; if they have a dba on the second line, then you can include it as well (i.e. their legal name is ABC Corporation and their dba is XYZ, you will fill in: ABC Corporation, dba XYZ)

10. When will I be notified if my agreement was approved?

- a. It takes up to a week after board approval for an agreement to be processed and sent out. A copy of the signed agreement will be sent to the requisition originator and any emails listed on the agreement submission form.