

Dual Service Agreement Checklist

VSCC Procures the services of another State of Tennessee's Employee

The following procedures and checklist must be followed and provided prior to VP approval.

- Dual Service contracts are allowable with other institutions provided pre-approval is granted
- All Dual Service contracts are subject to approval

1. The Division /Initiating Office will:

Division/Department Preparing Request: _____ by _____

- (Faculty Purpose Only) The Chair and/or Dean will verify with the faculty member the limit on overloads which is limited to 6 hours per semester (Total Combination of TBR and/or Private Institution outside of TBR). Policy - Outside Employment and Extra Compensation: 5:01:05:00
- Verify with employee's supervisor for written permission and approval
- Inform the individual they will not receive payment for work until all work is completed (at the end of term)
- Inform the individual that the employer will pay them for the work through payroll.
- Inform the individual that VSCC has no control over obtaining an invoice from their employer so that VSCC can make payment.
- Inform the individual that VSCC has no control over when their employer pays them.
- Verify which retirement system the person is enrolled
- Prepare the contract and include 3 original copies - Fillable Contract Link:
<http://volstate.edu/Purchasing/Documents/DualServicesAgreement.pdf>
- Verify with Payroll the percentages for FICA, SS and Retirement
- Prepare the Cover Letter (Use the Dual Service Agreement Contract Letter Template – Using Another State Agency) and envelope requesting that the institution VSCC is purchasing services from, sign the contracts, keep one for their records and return two fully executed contract to the Purchasing Office at VSCC. The letter template is located on the website: <http://www.volstate.edu/Purchasing/staffresources.php#Contracts>
- Forward the complete package to the appropriate Division/Department Vice President's Office for signature (include this checklist and keep a copy for your records)

2. Division Vice President's Office will:

- Obtain Vice President's Signature
- Forward Original contracts, cover letter/envelope and this checklist to Purchasing

3. Upon receipt of signed contract, Purchasing will:

- Determine & obtain signature if the contract requires the signature of State of Tennessee Finance & Administration
- Assign a Contract Number to the Contract
- Complete the Contract Number Sheet
- Enter the Contract Information into the Contracts Database
- Forward the Contract Folder to the Director of Purchasing and Contracts for approval
- Once approval has been garnered, obtain the Vice President for Business and Finance's signature on the contract number sheet
- Mail original to Institution
- File Contract Folder in Business and Finance File Room
- Make copies of the documents and distribute the copies as follows: 1 to Initiating Department, 1 to Accounts Receivable/Payable, 1 to Human Resources, 1 original to keep in the file. Send checklist to Division Secretaries with boxes marked completed

4. At the end of the contract period, the Division/Department Initiating Office will:

- Confirm that all work has been completed by the faculty member
- Send a letter (Use the Dual Service Agreement Contract Completion Letter Template) requesting that the Institution (VSCC purchased from) send an Invoice containing pertinent information (attached with a copy of the contract) be sent to VSCC Accounts Payable. This template is located on the website at:
<http://www.volstate.edu/Purchasing/staffresources.php#Contracts>

5. Once the Invoice has been received, Accounts Payable will:

- Forward the Invoice to the Division/Department Initiating Office with a copy of this checklist.

6. Division/Department Initiating Office will:

- Complete a check request.
- Attach the invoice and this checklist.
- Obtain department head's signature.
- Forward appropriately for further signatures.

7. Accounts Payable will:

- Process check request once all signatures are obtained.
- Cut the Check for Payment.
- Mail Payment to Vendor.