

**PURPOSE:** To ensure payment for contracted services provided by the County Office.

**TIMELINE:** Agreement must be approved before services are rendered.

**Invoices for reimbursement follow the completion of service.**

The County Office may, in the performance of its mission and/or in the spirit of cooperation with other agencies, support the temporary assignment of an employee to a county school district or other educational agency in full or in part. In such cases, the County Office functions as a provider of contract services.

Costs shall be based on the daily rate of the service provider. Business Services shall calculate the daily rate plus estimated expenses to be charged to local schools or districts.

When a school district or other agency requests the services of a County Office employee, appropriate steps shall be taken to protect the County Office, the contracting agency and the employee in regard to the terms of the contract and payment for services.

**PROCEDURE:**

1. Program manager agrees with agency staff on terms of contract.
2. Department or agency initiates Memorandum of Understanding (MOU). The MOU will include the following:
  - a. Service to be provided.
  - b. Name of employee (if appropriate) and full-time equivalent (FTE) or hours/days of service to be provided.
  - c. Daily rate of employee, including salary and benefits, or total cost for year.
  - d. Estimated other costs (supplies, travel, indirect costs, etc.)
  - e. Starting and ending dates of service.
  - f. Timeline for reimbursement, including any legal restrictions and method of early termination of contract.
  - g. Scope of work.
3. Business Services shall calculate the daily rate plus estimated expenses to be charged to local schools or districts.
4. Department staff produces two (2) original copies of MOU and obtains authorizing signatures from contracting agency and agency purchase order.
5. Department obtains Department Director signature and signature of County Superintendent (or designee), or Assistant Superintendent of Business Services and sends to Business Services.
6. In accordance with timelines for reimbursement or as agreed upon in the MOU, the department will forward billing information to Business Services for the invoicing process.

Regulation approved: March 1, 2003

Revised: May 13, 2003