

# Tulare County Office of Education

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## AGREEMENT FLOW CHART

OCTOBER 12, 2020

REVISED 3/12/2021



## PURPOSE


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The following information is designed to assist program staff with understanding, completing, and submitting various forms of agreements.

## CONTACT INFORMATION

If you need assistance please contact the following department staff:

### **Internal Business**

- ❖ Jody Arriaga 559-730-2751 (Ext.1502),
  - ❖ Tracy Clark 559-733-6691 (Ext. 1501),
  - ❖ Abigail Hernandez-559-733-6214 (Ext 1510)
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# DOCUMENT LOCATION

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The documents for the following agreements are located at:

[www.tcoe.org/business](http://www.tcoe.org/business)

Agency Agreements

Letter of Directive

Memorandum of Understanding

Copier Lease

Long Term Lease

The document for the following agreements are located at:

<http://www.tcoe.org/HR/Forms>

Stipends



# AGENCY AGREEMENT

An agreement with a school district, county office or other government agency for paid service.

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## Step 1

### **Program provides to Internal Business:**

Must submit a complete packet with the following:

1. A Request for Agency Agreement (RFAA) Form signed by initiator and Program Manager.
2. Attached to the RFAA include 2 sets of copies of the following:
  - ❖ Agency Agreement Template with prefilled information
  - ❖ Scope of Service and any other documentation needed to assist with fully executing your agreement
3. Program will forward complete packet to the Internal Business Secretary.

# AGENCY AGREEMENTS

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## Step 2

### **Internal Business:**

Internal Business Secretary will:

1. Obtain signature approval on RFAA form from Internal Business Services Accountant for funding verification.
2. Obtain signature approval from Asst. Supt. of Business Services.
3. With the fully signed RFAA, the RFAA and Agreement packet is then forwarded on for Superintendent's final signature.
4. A TCOE contract # is assigned.

# AGENCY AGREEMENTS

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## Step 3

### **Internal Business:**

Internal Business Secretary will:

1. Send (2) original agreements to agency for signature
2. Email the Program Manager a confirmation that the agreement has been sent to the Agency for signature.
3. If agreement has not been received by agency within 3 weeks, an email will be sent to Program Manager requesting assistance to obtain fully executed agreement.

# AGENCY AGREEMENTS

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## Step 4

### **Internal Business:**

Once Agreement is received back signed from Agency, the Internal Business Secretary will:

1. Forward one (1) fully signed (executed) Agreement to Internal Business Technician and to Program Manager.
  - 1A. TCOE/Supt. Expending Funds: A purchase order will be prepared by Internal Business based on the agreement and forwarded to the program. Next go to Step 5 Option #1.
  - 1B. TCOE/Supt. Receiving Funds: No purchase order is needed. Next go to Step 5 Option #2.

# AGENCY AGREEMENTS

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## Step 5

### **Program:**

See Step 4 to locate which option to follow.

Option #1. Once the Agency has completed providing their service, the Program Manager must approve and submit invoices to their Internal Business Tech for payment to Agency.

Option #2. Program Manager must submit a request to their Internal Business Accountant to initiate an invoice to receive payment from the Agency.



# LETTER OF DIRECTIVE

Developed for an exchange of services between two or more programs under the TCOE umbrella. May or may not include exchange of funds.

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## Step 1

### **Program provides to Internal Business:**

Complete packet which includes (1) copy of the following:

- ❖ Letter of Directive template with prefilled information
- ❖ Signed by each Program Manager
- ❖ Scope of Service and any other documentation needed to assist with fully executing your directive

2. Program will forward complete packet to the Internal Business Secretary.

# LETTER OF DIRECTIVE

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## Step 2

### **Internal Business:**

Internal Business Secretary will:

1. Forward to Superintendent for final signature.
2. TCOE contract # is assigned

# LETTER OF DIRECTIVE

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## Step 3

### **Internal Business:**

Internal Business Secretary will:

Will forward a fully executed letter of directive to

- ❖ 1. Internal Business Accountant
- ❖ 2. Program 1
- ❖ 3. Program 2

# LETTER OF DIRECTIVE

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Step 4

**Program:**

Program will:

Submit to Internal Business invoices and other supporting documentation for transfer of funds.

# MEMORANDUM OF UNDERSTANDING (MOU)

No money involved and not between TCOE programs. Describes services or responsibilities between two or more agencies.

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## Step 1

Program provides to Internal Business:

2 set of copies of the following:

- ❖ MOU template with prefilled information
- ❖ Scope of Service and any other documentation needed to assist with fully executing your agreement

# MEMORANDUM OF UNDERSTANDING (MOU)

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## Step 2

### **Internal Business:**

Internal Business Secretary will:

1. Forward to Superintendent for final signature.
2. TCOE contract # is assigned

# MEMORANDUM OF UNDERSTANDING (MOU)

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## Step 3

### **Internal Business:**

Internal Business Secretary will:

1. Send (2) original MOU's to agency for signature
2. Email the Program Manager a confirmation that the MOU has been sent to the Agency for signature.
3. If MOU has not been received by agency within 3 weeks, an email will be sent to Program Manager requesting assistance to obtain fully executed agreement

# MEMORANDUM OF UNDERSTANDING (MOU)

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## Step 4

### **Internal Business:**

External Business Secretary will:

Will forward a fully executed MOU to:

- ❖ Internal Business Accountant
- ❖ Program



# COPIER LEASE AGREEMENTS

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## Step 1

### **Program provides to General Services:**

1. A Request for Copier Lease Form signed by initiator and Program Manager.
2. Attached to the Request for Copier Lease Form include 1 copy of the following:
  - ❖ Copier Lease
3. Program will forward complete packet to the General Services Secretary.

# COPIER LEASE AGREEMENT

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## Step 2

### **General Services:**

General Services Secretary will:

1. Obtain approval on Request for Copier Lease form from Internal Business Services Accountant for funding verification.
2. Obtain signature approval from Asst. Supt. of Business Services.
3. With the fully signed Request for Copier Lease form, and lease the packet is then forwarded on for Superintendent's final signature.
4. A TCOE contract # is assigned.

# COPIER LEASE AGREEMENT

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## Step 3

### **General Services:**

General Services Secretary will:

Will forward a fully executed copier lease to:

- ❖ Copy to Internal Business technician for purchase order. Purchase order will be forwarded to Program upon completion
- ❖ Original to Program Manager

# COPIER LEASE AGREEMENT

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## Step 4

**Program:**

Submit a fully executed copier lease to vendor for processing

Please note:

If applicable, General Services prepares property tax exemption form.  
Program is responsible for returning the exemption form to the vendor.

# LONG TERM LEASE

Lease or rent of an office or a building

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## Step 1

### **Program provides to General Services:**

1. Request for Long Term Lease Agreement form signed by initiator and Program Manager.
2. Attached to the Request for Long Term Lease Agreement form include 2 sets of copies of the following:
  - ❖ Lease agreement
3. Program will forward complete packet to the General Services Secretary.

# LONG TERM LEASE

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## Step 2

### **General Services:**

General Services Secretary will:

1. Obtain signature approval on Request for Long Term Lease Agreement form from Internal Business Services Accountant for funding verification.
2. Obtain signature approval from Asst. Supt. of Business Services.
3. With the fully signed Request for Long Term Lease Agreement, and the lease agreement the packet is then forwarded on for Superintendent's final signature.
4. A TCOE contract # is assigned.

# LONG TERM LEASE

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## Step 3

### **General Services:**

General Services Secretary will:

1. Send (2) original Lease agreements to agency for signature
2. Email the Program Manager a confirmation that the lease agreement has been sent to the Agency for signature.
3. If Lease agreement has not been received by agency within 3 weeks, an email will be sent to Program Manager requesting assistance to obtain fully executed agreement

# LONG TERM LEASE

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## Step 4

### **General Services:**

Once lease agreement is received back signed from Agency, the General Services Secretary will:

Forward one (1) fully signed (executed) Agreement to Internal Business Technician and to Program Manager.



# LONG TERM LEASE

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Step 5

## **Internal Business:**

A purchase order will be prepared by Internal Business based on the lease agreement and forwarded to the program.

# STIPENDS

Used to reimburse an individual for a single event, workshop or performance. Cannot exceed \$600 in one calendar year.

Note: If more than \$600 prepare an independent contract.

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## Step 1

Program:

**Note:** The request must be submitted in advance prior to services being rendered.

Complete packet which includes (1) copy of the following:

- ❖ Stipend Request Form
- ❖ Signed by Program Manager
- ❖ Attach grant excerpt which authorizes stipends

2. Program will forward complete packet to Internal Business Accountant

# STIPENDS

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## Step 2

### **Internal Business:**

Internal Business Accountant will verify funding and route packet to program Assistant Superintendent

### **Assistant Superintendent:**

Assistant Superintendent will approve and route packet to Human Resources

### **Human Resources:**

Human Resources will approve and return packet to Program

# STIPENDS

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## Step 3

### Program:

Once event is completed, Program Manager will submit original completed packet with invoice to Internal Business Tech for payment processing