Memorandum of Agreement (MOA) Processing Instructions

Instructions to Department

1. Complete the MOA and submit to Contract Services, TAW 211, one week (or earlier) before performance date.
   - Per requirements of SAAM Chapter 15.40.15 a completed contract must be in place before performance of contract begins.
   - Contractor’s original signature is required.

2. Once MOA has been signed by the contractor no other changes may be made to the form.

3. If approved a Banner number will be assigned and a copy will be returned to the department mailstop listed on the MOA.

4. Instruct the contractor to submit an invoice to you after services are performed. The contractor may use their own invoice or the invoice template at this link:
   http://websrv.ewu.edu/groups/controller/ap/BannerVendorInvoice.xls.
   - Please note it is the contractor’s responsibility to prepare the invoice.

5. Upon completion of services, sign off on contractor’s invoice and reference the Banner number.
   - Signature on invoice is to verify services have been rendered satisfactorily.

6. Submit a copy of the moa and invoice to Accounts Payable, SHW 319. Receipt of these documents will initiate the payment process.

Additional Information

Check on day of performance

If you need to make payment to a contractor on their performance date:

- Submit the contractor’s invoice ten days in advance to Accounts Payable.
- On the invoice clearly mark it with the following request, “Please have check ready the day of performance. Call (your extension) if you have any questions.”
- Reference the contract number and sign off on invoice.
  - Advance signature indicates that signer accepts responsibility in ensuring contractor completes the service before payment is relinquished.

Contracts over $4,999

If your contract exceeds $4,999 pre-authorization is required.

- The $4,999 limit includes charges for services, travel, lodging, per diem and other.
- Obtain pre-authorization by emailing Contract Services with your request and the details of the agreement.