



Contract, ICA, MOU, MOA, Service Agreement (or any other agreement) Requirements for Submission to the Board of Trustees

Definitions:

ICA – Independent Contract Agreement

MOU – Memorandum of Understanding

MOA – Memorandum of Agreement

There may be times when your ICA (and/or Contract, MOU, MOA, Service Agreement, or any other agreement) will need Board of Trustee approval, before you can enter a Purchase Request (PR) for workflow approval.

Please see the below details, and if you have questions, please contact the Purchasing Department at 775-850-8025.

[ICA web page](#)

- Any Contract, Service Agreement, ICA, MOU, MOA or any other agreement that is \$100,000 or more must have Board of Trustee approval prior to entering a Purchase Request (PR).
 - Each department will submit their own item to the Board of Trustees, unless the Purchasing Department has done the solicitation, in which case, they will submit the item to the Board.
- If the vendor also has their own contract, in addition to the WCSD ICA, and it is \$100,000 or more, then this document will need to go through the formal contract review process *before* it is submitted to the Board of Trustees for approval.
 - [AF-3326 Document Review Exchange of Money form](#)
- Any Contract, Service Agreement, ICA, MOU, MOA or any other agreement that is \$25,000 or more, and is with another government agency, for work that we would otherwise do ourselves, must have Board of Trustee approval prior to entering a Purchase Request (PR).
- If a vendor makes any changes to the WCSD ICA form (AP-F006), either hand-written or typed changes to the document verbiage, the ICA would then need to go through the formal contract review process before it is submitted for additional approvals.
 - [AF-3326 Document Review Exchange of Money form](#)

For additional assistance with the ICA process, please contact:

- Michelle Robinson, Account Technician, 348-0307
- Purchasing, 850-8025
- Kelly Case, Business Process Trainer, 789-3438