

Local Engagement Agreement Checklist

The Local Engagement Agreement is a University approved form. When using this form, or other University-approved forms, completing the following steps will assist in proper implementation and payment.

Prior to Entering into a Local Engagement Agreement:

- Contractor has been evaluated for Independent Contractor Status
 - To start the evaluation process, submit a completed **Independent Contractor Classification Checklist** and **Vendor Information Form** (substitute W9) to Accounts Payable via accounts-payable@boisestate.edu.
 - Independent Contractor Approval is not authorization to begin services **without** a contract in place.

Completing the Local Engagement Agreement:

When completing page one of the contract, please pay special attention to the following form fields:

- 1) Name and Address of Place of Engagement
 - If the Place of Engagement is off campus and requires a contract, please follow contract procedure as listed on the Office of the General Counsel website.
- 2) Name of Artist
 - MUST check box indicating Citizen Status for each artist
- 5) Percentage of Gross Receipts from Merchandise Sales Allocated to University
 - Agreements with revenue/expense based on percentages are indeterminate, and must be signed by the VPFA. Please see "Signatures" below.
 - Please complete a Retail Sales Exemption Request Form from the Boise State Bookstore to receive permission to sell merchandise prior to Agreement execution.
- 8) Compensation
 - Please choose either "Flat Guarantee" or "Percentage of Gross Receipts."
 - Flat Guarantee – this is the TOTAL amount the artist will be paid for the engagement
 - Percentage of Gross Receipts- Agreements with Revenue/Expense based on percentages are indeterminate, and must be signed by the VPFA. Please see "Signatures" below.
- 21) Promotional Material
 - Please request a copy of Artist's Promotional Material (including photos and/or written material) for use in any advertising or promotion of the event/Artist.
 - We are not authorized to use any material not provided by the Artist for this purpose nor are we permitted to modify artist-provided materials. Should you desire to use different material or modify that provided by the Artist, please request written permission from the Artist prior to any use.
- Signatures:
 - Only individuals who have been delegated signature authority by the VPFA office have the permission to sign on behalf of the University, and only up to certain amounts. To find out who has signature authority in your department, please contact the VPFA office at 426-1483 or the Office of the General Counsel (OGC) at 426-1203.
 - Contracts which exceed departments' signature authority or are of an indeterminate amount should be signed by the VPFA. Contracts of this nature should be routed to the Office of the General Counsel with a completed **Contract Routing Form**.
 - Services CANNOT begin until a Fully Executed Contract is in place.
 - Boise State Local Engagement Agreement Terms and Conditions should be included with the contract and each page should be initialed by the Contractor and Authorized Signatory.

Routing the Local Engagement Agreement:

If the Agreement meets the following criteria, it should be routed to the Office of the General Counsel:

- Boise State University approved Standard Form Agreement has been revised, modified, or altered in any way, including the deletion of any terms and conditions or the addition of terms and conditions through a scope of work.
- Agreement exceeds department's signature authority.
- The cumulative total of the contract is indeterminate and/or addendums/amendments cause the original Agreement to exceed designated signature authority.

To Route, Please submit through the online routing form from the Office of General Counsel website:

- Local Engagement Agreement (LEA) form filled out and signed by the contractor.
- Copy of Email from Accounts Payable approving Independent Contractor status.
- If applicable, copy of email from Purchasing verifying the amount is not subject to bidding.