

## Dual Service Agreement Checklist

*Another State of Tennessee Agency Procures the Services of a VSCC Employee*

The following procedures and checklist must be followed and provided prior to VP approval.

- Dual Service contracts are allowable with other institutions provided pre-approval (Outside Employment) is granted
- All Dual Service contracts are subject to approval

### 1. The Division /Initiating Office will:

Division/Department Preparing Request: \_\_\_\_\_ by \_\_\_\_\_

- Ensure the faculty or staff member prior to engaging in outside employment, notified the appropriate supervisors and the President of the nature of the outside employment, credit hours (if applicable) and the expected commitment of time by completing the Request for Outside Employment form annually or by semester - refer to Policy: V:01:20 or TBR Policy 5:01:05:00 for additional information. **General Employee Forms-** Request for Outside Employment Form: [Outside Employment Form](#)
- (Faculty Purpose Only) The Chair and/or Dean will verify with the faculty member the limit on overloads which is limited to 6 hours per semester (Total Combination of TBR and/or Private Institution outside of TBR). Policy -Outside Employment and Extra Compensation: 5:01:05:00
- Division/Department offices will verify the Outside Employment Form has been submitted. The Outside Employment form will act as the pre-approval form.

### 2. Vice-President's Office will:

- Obtain VPAA and forward this checklist to Purchasing

### 3. Upon receipt of signed contract from the State Agency, Purchasing will: (Purchasing should have this checklist and a copy of the Outside Employment Form already in their possession).

- Confirm with Payroll that the figures on the contract are correct
- Forward the complete package (including this checklist) to the appropriate Vice President's Office for signature.

### 4. Division/Department Vice President's Office will:

- Obtain Vice President's Signature on all original contracts
- Send original contracts to Purchasing along with this checklist

### 5. Upon receipt of signed contract, Purchasing will:

- Assign a contract number
- Make copies and distribute to Business Office Non-Student Receivables and Payroll, the Division/Department and the Business Office
- Mail appropriate copies to Institution informing them they should contact Accounts Receivable Department via email ([Business.Office@volstate.edu](mailto:Business.Office@volstate.edu)) when work has been completed

### 6. Upon notice that work has been completed, Non-Student Receivables will:

- Invoice the contracting State Agency

### 7. Upon receipt of payment, Non-Student Receivables will:

- Notify the Payroll Office that payment has been received

### 8. Payroll Office will:

- Include payment of services in next payroll check cycle
- Send a copy of the contract to Human Resources after payment is made