

**Purchase
Change Request**



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order #
BG1900684

FY 21	Buyer JH	Date 8/12/2020	Account Various	P.O. Date 8/9/2018	Contract BG1900684
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input checked="" type="checkbox"/> Agreement	Document Action <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Big Green Scholarship Foundation Inc PO Box 1360 Huntington, WV 25715	Vendor Code	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 304-696-4661	Fax	FEIN# 55-631935001

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>5</u></p> <p>To renew the contract according to all terms, conditions, prices, and specifications contained in the original contract and all authorized change orders.</p> <p align="center">Student Athlete Cash Advances</p> <p align="center">Effective: July 15, 2020 - June 30, 2021</p>		

Reason for Change: Contract Renewal	Previous Total	\$	Open-End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open-End

Approved: Angela White Neaf 8/12/20
Authorized Signature Date

N/A
Attorney General if required Date

Policy for Student Athlete Cash Advances

1. A monthly advance is requested by an Athletic Department Coach or Staff member for per diem needs for a student athlete.
2. The advance will be paid from the Athletic Department Big Green Operating Account.
3. The students will sign the Student Group Meal Receipt form. This form is returned to the Business office after the competition / event has occurred.
4. The advances are settled within 30 days of the end of the month with the balance being returned and deposited into the same account of issue.
5. The advances are used to cover the following athletic related events:
 - a. Pre-Season Per Diem
 - b. Post Season Per Diem
 - c. Holiday Periods (Thanksgiving, Winter Break & Spring Break)
 - d. Per Diem related to travel for competition
 - e. Release money for a travel event or home game event.
 - f. Incidental funds allowed by the NCAA for Bowl games, exhibition travel or NCAA tournaments.
6. The amounts for per diem are as follows per day
 - a. Breakfast \$7
 - b. Lunch \$8
 - c. Dinner \$15
 - d. Release Money \$15
 - e. Incidental \$30
7. The activity would be as follows:
 - a. Football – July - January - up to 200 athletes & student managers
 - b. Men’s Basketball – October – March – up to 25 athletes & student managers
 - c. Volleyball – August – December up to 25 student athletes
 - d. W. Track – August – May up to 50 student athletes
 - e. Tennis – September – May – up to 10 student athletes
 - f. W Golf – September – May – up to 10 student athletes
 - g. Swimming – October – April – up to 35 student athletes
 - h. W. Basketball – October – March up to 25 student athletes & managers
 - i. Softball – January – May – up to 25 student athletes & managers
 - j. W. Soccer – August – December – up to 30 student athletes & managers
 - k. M. Cross Country – August – May – up to 15 student athletes
 - l. M Soccer - August – December – up to 30 student athletes & managers
 - m. M. Golf – August – May - up to 10 student athletes
 - n. Baseball – January – May - up to 40 student athletes & managers
 - o. Cheerleading – August – May – up to 30 student athletes



AGREEMENT

Order # R2100311

I, Big Green Scholarship Foundation Inc agree to perform the following service(s) for Marshall University at Marshall University Department of Athletics (Location)

(Detailed description of services to be performed)

To provide money necessary for Per Diem necessary for home games and travel related to Athletic competition

Date(s) of Service: From: 7/15/2020 To: 6/30/2021

The rate of pay shall be Paid per Invoice not to exceed \$ 500,000 for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- [x] I am not currently a full-time employee of the State of West Virginia; [] I am currently a full-time employee of the State of West Virginia (complete certification below)

It is hereby certified that the service(s) to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by: (above named vendor)

from the State of West Virginia for full-time employment during the current fiscal year will be \$

The vendor serves as with the title of (Position)

certified by (Supervisor's Signature)

APPROVED BY:

Agency Marshall University Angela White Negley (Authorized Signature of Agency) Director - Office of Purchasing (Title) 7/6/20 (Date)

Vendor Big Green Scholarship Foundation (Vendor's Signature) 550681935 (Marshall ID (901#) or FEIN) (Note: Do Not Use Social Security Number) 7/2/20 (Date)

MARSHALL UNIVERSITY
Essential Services List

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The essential services category includes **noncompetitive**, routine, and repetitive purchases. Please note that if ****terms and conditions are included** as a condition of sale, service, or purchase, they must be reviewed and approved by Purchasing prior to release. **Submit such orders on an electronic requisition** and forward the attachments to Purchasing for final processing.

Departments may request payment of these goods and services via P-Card or an encumbrance document. Unless *exempted (Cannot use departmental P-Card), the Departmental P-Card is the preferred method of payment.

A Purchasing Affidavit must be completed by vendors on orders exceeding \$25,000

Essential services may include but are not necessarily limited to the following	
Contact the approving department with questions: Purchasing (P) or Accounts Payable (A)	
Service:	Approving Dept.:
• Accreditation fees and site visit costs	A
• Advertising	P
• Association dues	A
* • **Athletic and Academic team travel and related expenses	
• Attorney Fees (Legal appointment by Deputy Attorney General)	P
• Books and related items, including those for libraries and Bookstores	P
• Cash advances	A
• Contracts for performing artists, entertainers and speakers with approved terms and conditions and <u>signed purchase order</u> . This includes others who are charging <i>travel expenses only</i> for their services;	P
• Credit card fees and related expenses	A
• Employee travel, subsistence, and other reimbursement	A
• Equipment maintenance contracts with approved terms and conditions and <u>signed purchase order</u>	P
• Federal, state, county, and municipal fees and assessments	A
• Hospitality expenses; Form MUBOG 3.0 is required	A
• Insurance premiums (after BRIM approval)	A
• Inter-library loan charges with <u>signed purchase order</u> or approved terms & conditions	A
• Inter/intra-institutional charges and fund transfers	A
• License fees of all types with <u>signed purchase order</u> if terms and conditions exist	P
• Medical and doctor's fees, prescriptions, drugs, medical sundries, fees for human subjects, medical studies, tests, x-rays, CAT Scans, MRIs and emergency medical procedures and test of all types	A
• Standardized Patients (employees and students, ALL)	A
• Motor vehicle and aircraft fuel	A
• Postage	A
• Shipping, handling, and freight charges	P
• Refunds	A
• Registration and tuition fees, and refunds thereof; professional dues; etc. (Note: registration fees for conferences are part of travel)	A
• Resale merchandise, sundries, food, related items used by auxiliary services	P
• ROTC uniform item	A
• Software less than \$5,000 (SHRINKWRAP/UNOPENED)	A
• Agreements with approved terms and conditions and <u>signed purchase order</u> . Software exceeding \$5,000 is inventoried and must be procured through the University's asset management system	P
• Student awards, scholarships, stipends, loans, and grants of all types	A
• Subscriptions to newspaper, periodicals, and publications not software services	P
• Temporary space rental agreements (no terms and conditions)	P
• Utilities of all types, including cable TV and connections and disconnections/ <i>regulated by public authority</i>	A