

EXHIBIT B

DIRECTIONS and PROCESSING: CONFIRMATION & CONTRACT FORM

1. **Background.** The District has entered into a master contract ("Contract") with Oregon Museum of Science and Industry ("OMSI") to provide classes ("Services") for 1st-12th grade students at District schools. Exhibit C to the Contract includes sample Confirmation & Contract Forms ("CCF"). Please use the CCF to order services from OMSI.

2. **CCF; Signatures.** To request Services from OMSI, please work with OMSI to complete the CCF before the class begins. No District Contract Approval Form ("CAF") is necessary.

The school principal must sign the CCF. The school should keep a copy of the signed CCF.

3. **Payment.**

Payment may be made with a district issued procurement card ("P-card") after the CCF has been completed and an invoice for Services is received. P-card may be used to pay both deposits and balances due.

4. **Invoices.**

- OMSI shall submit its invoice directly to the school contact person listed on the CCF.
- The contact person (principal or other appropriate person) must review the invoice to verify it covers the Services provided by OMSI and correctly reflects the agreed-upon payment for those Services.

5. **Questions.** If you have any questions on the CCF or these directions, please contact Erica Kreger, Contracts Manager (ekreger@pps.net and 503.916.3315).