

## EXHIBIT A

### DIRECTIONS and PROCESSING: SERVICES & PAYMENT REQUEST FORM

- 1. Background.** The District has entered into a master contract (“Contract”) with Literary Arts – Youth Programs (“Literary Arts”) to provide Writers in the Schools, Author visits, Students to the Schnitz, the College Essay Mentoring Project, and Verselandia throughout the District on an as-requested basis. Exhibit B to the Contract is the Services & Payment Request Form (“SPRF”). Please use the SPRF to order services from Literary Arts.
- 2. SPRF; Signatures.** To request Services from Literary Arts, please work with Literary Arts to complete the SPRF before the sessions begin, including filling in the account code. The SPRF authorizes not only Services, but also payment for Services. No District Contract Approval Form (“CAF”) or Request for Payment form is necessary.

Both the school principal and Literary Arts must sign the SPRF. The school should keep a copy of the signed SPRF and should send it along with the invoice to Account Payable for payment.

- 3. Funds and Accounting Roles.**

Regardless of funding source, Accounts Payable will pay Literary Arts on behalf of the school, even if the contract is to be paid out of Student Body Funds. DO NOT WRITE A CHECK to Literary Arts.

- 4. Invoices.**

- Literary Arts shall submit its invoice directly to the school contact person listed on the SPRF.
- The contact person (or principal or other appropriate staff) must review the invoice to verify it covers the Services provided by Literary Arts and correctly reflects the agreed-upon payment for those Services.
- Please write or stamp on the invoice “OKAY TO PAY” (or similar words that clearly show you reviewed the invoice), SIGN and DATE the invoice, and attach the invoice to the SPRF.
- Then, email this packet to Accounts Payable (ppsap@pps.net), which will pay Literary Arts net 30 days.

- 5. Questions.** If you have any questions or feedback on the SPRF or these directions, please contact Erica Kreger, Contracts Manager ([ekreger@pps.net](mailto:ekreger@pps.net) and 503.916.3315). We welcome your feedback.