

Revised: 10-21-19

Procurement cards are not *Commitment Vouchers*. Procurement cards are a method of payment, not a method of procurement. Purchases made with a procurement card also require the use of an appropriate *Commitment Voucher* or *Small Purchase Documentation*.

Contingency-Based Contract – A contract for services between the College and a vendor where:

- All or part of the vendor's compensation is computed by multiplying a stated percentage by the measurable savings in the College's expenditures or *Costs* of operation attributable to the vendor's services under the contract; and
- The *Contingency-Based Contract* is not specifically authorized by statute. See CRS §24-17-203.
- Contingent fees are prohibited in certain *Professional Services Contracts*. See CRS §24-30-1404(4).

Controlled Maintenance Project – A maintenance project funded wholly or in part by funds from the state *Capital Construction Fund*.

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Expenditure Contract – A contract between the College and another *Party* resulting in an expenditure of funds by the College, directly or indirectly, or the creation of a payment obligation on the part of the College. *Expenditure Contracts* do not include transactions in which an expenditure of College funds is supported by *Small Purchase Documentation* pursuant to Fiscal Rule 4-2.

Expenses Incurred for ~~1.7.90 JTLE In 3.710.11.0n)2.5)/TT07XID 2 BDC 05XID 6 JTJ01 To#111 Tw (C)7)11 ()Bna(0~~

Indirect Cost - A cost incurred by a state *Agency* that does not exclusively benefit a specific *Cost Objective* and that cannot be readily identified with the same specific *Cost Objective*, and, therefore shall be allocated to *Cost Objectives* on some basis of assumed service/benefit or other equitable distribution basis.

Indirect Cost Allocation - A systematic and rational allocation of *Indirect Cost* to benefiting programs and activities that result in the calculation of an *Indirect Cost* recovery rate or the identification of the amount of *Indirect Cost* assigned to the benefiting program for cost recovery purposes and/or to establish appropriations and fees. Four types of documentation representing *Indirect Cost Allocations* to *Cost Objectives* are recognized in this fiscal Rule:

- a. Statewide Federal *Indirect Cost Allocation Plan* - The plan prepared by the State Controller's Office, using federally approved costing principles, to allocate the allowable central administrative *Costs* of state government to state agencies for inclusion in its State *Agency* Federal *Indirect Cost* Rate Proposal/Plan.
- b. Statewide Budget/Cash *Indirect Cost Allocation Plan* - The plan prepared by the State Controller's Office using Full Costing principles, to allocate the central administrative *Costs* of state government to state for inclusion in its State *Agency* Budget/Cash Program *Indirect Cost* Determination Worksheet.
- c. College Federal *Indirect Cost* Rate Proposal/Plan:
 - Proposal - A document prepared by the College to establish a rate used to recover *Indirect Costs* from federally funded programs or activities.
 - Plan - A document prepared by the College to document *Indirect Cost Allocation* algorithms used for federal *Indirect Cost* recovery purposes.
- d. Documentation of an *Indirect Cost Allocation* prepared separately or as a part of a fee formulation process, the allocations from which are used to establish a component of fees for state cash programs and services.

Information Technology Contract – A contract between the College and another *Party*, where the other *Party* provides information technology services or products and services.

Installation – Normal hookup of appliances to existing utilities. It does not include adding plumbing, wiring or vents.

Institution of Higher Education -A public college, community college, or College established as a part of the state.

Interagency Agreement - An agreement between the College and one or more *Agencies* or *Institutions of Higher Education*.

Interagency Purchase Order - A *Purchase Order* issued by a state *Agency* or *Institution of Higher Education* to another state *Agency* or *Institution of Higher Education*.

Intergovernmental Agreement – An agreement between the College and a political subdivision of the state, another state, a political subdivision or public *Institution of Higher Education* in another state, or an agency of the federal government.

Investment Advisory Services -Professional consulti

License – A grant by the owner of rights in real or personal property to another of a personal privilege to use such property, without the transfer of the underlying ownership interest therein.

Loan Contract – An agreement between the College and another *Party*, where the College agrees to loan funds to such other *Party*.

Lodging - Any commercial accommodations available or offered for use for which a rental schedule has been established and payment is required.

Official Function -A meeting, conference, meal, or other function that is hosted by the chief executive officer, or representative, of the College, attended by guests andB6 (n)1[9 (B6 (n)1[9 (B(.6 (c)-1 (n)1[9 (e)-1.8ol7)2.3 (odgi)-4.6 (n)1.6 (g

Revenue Contract – An agreement between the College and another *Party* where cash and/or property are paid to the College, resulting in revenue recognition. *Revenue Contracts* do not require the expenditure of College funds or create an obligation on the part of the College.

Reviewing Attorney – An attorney employed by the State Attorney General as an assistant attorney general who is authorized to review contracts on behalf of the College.

Sale of Securities – The offer, issuance or *Sale of Securities* by Fort Lewis College. Securities include certain *Debt Contracts*.

Settlement Agreement – A contract between the College and another *Party* for the purpose of ratifying agreements concerning employment or contractual disputes.

Small Purchase Documentation - *Small Purchase Documentation* is required for purchases of \$5,000 or less. Documentation shall include:

- Description of goods or services being purchased or other reasons for the disbursement of funds; and
- The amount to be paid.

Fort Lewis College

Traveling Away from Home – A *Traveler* is *Traveling Away from Home* if: a) the *Traveler's* duties require him or her to be away from the *Traveler's Regular Work Location* substantially longer than an ordinary day's work, and b) the *Traveler* needs to sleep or rest to meet the demands of his or her work while away from home.

Utility Cost-Savings Contract – An energy performance contract, shared-savings contract, or other agreement in which utility cost savings are used to pay for service or equipment. See CRS §24-30-2001(6).

Vendor Agreement – A *Vendor Agreement* is any form of agreement provided by a vendor, including an on-line agreement, containing contractual provisions relating to the goods and/or services to be provided by such vendor.