

INTERGOVERNMENTAL SERVICE AGREEMENT AND INVOICE

STD. 13A (Rev. 10/2019)

SEE REVERSE FOR TERMS AND CONDITIONS AND INSTRUCTIONS

THIS IS A SELF-INVOICING FORM - NO SEPARATE INVOICE NEEDED

IDENTIFICATION NUMBER

DATE

ORDERING UNIT

CHARGE TO

ORDERING UNIT WILL

☐

PICK-UP

☐

REQUEST DELIVERY

EQUIPMENT WILL BE
RETURNED ON OR BEFORE

AT

FOR OWNING
AGENCY USE ONLY

TYPE OF EQUIPMENT AND SECTION CODE	QTY.	EQUIPMENT NUMBER	RENTAL RATE		DATE RECEIVED	DATE RETURNED	AMOUNT
			Daily	Monthly			

SERVICES

DESCRIPTION (Lube, Fuel, Cleaning, Repair, Labor, Etc.)	QTY.	UNIT (Gal, Hrs., Ea., Etc.)	UNIT COST

ADDITIONAL INFORMATION

TOTAL CHARGES

FISCAL YEAR	FUNCTION, FUND OR W.O. NUMBER	<i>I hereby certify that the above equipment and/or services were received by me and are necessary for an official job.</i>	
LINE ITEM ALLOTMENT			
FUND NUMBER/TITLE			
EXPENDITURE CODING		SIGNATURE	
SIGNATURE OF ACCOUNTING OFFICER		DATE RECEIVED	DATE EQUIPMENT RETURNED

OWNING AGENCY APPROVAL

OWNING AGENCY	BY	
FUND NUMBER AND TITLE	TITLE	DATE

INTERGOVERNMENTAL SERVICE AGREEMENT AND INVOICE

STD. 13A (Rev. 10/2019) (REVERSE)

TERMS AND CONDITIONS

1. Lessor agency (hereinafter referred to as "owning agency") agrees that the equipment leased to the acquiring agency (hereafter referred to as "ordering unit") under this agreement is undamaged and in good mechanical condition, and ordering unit agrees to return said equipment to the owning agency in same condition in which it was received, loss or damage resulting from ordinary wear and tear or causes over which the ordering unit has no control excepted, on the due date stated on the reverse side, provided, however, that the owning agency shall have the right to demand the return of the equipment at any time, notwithstanding any other terms or conditions herein contained.
2. The terms of this agreement shall commence when possession of the equipment is delivered to ordering unit, and shall end when the equipment is returned to owning agency provided that if ordering unit involuntarily loses the use of said equipment before it is returned to owning agency, the term shall not extend beyond the time such loss occurs.
3. Ordering unit agrees to pay owning agency a charge computed at the rates specified in the current rate schedules for interagency rental of the equipment and necessary supportive services.
4. Services rendered by owning agency, such as repairs, lubrication, fuels, cleaning, etc., will be provided at actual cost plus administrative assessment which shall include actual salary plus overhead whenever labor is provided.
5. The ordering unit shall indemnify the owning agency against all loss and damage to the owning agency's property or equipment during its use under this agreement and it shall at its own expense maintain such fire, theft, liability or other insurance as it deems necessary for its protection. The ordering unit assumes all responsibility which may be imposed by law for property damage or personal injuries caused by defective equipment furnished under this agreement or by operations of the ordering unit or its employees under this agreement.

INSTRUCTIONS*(Ordering unit will initiate form; owning agency will complete.)*

1. Complete original and five copies.
2. Obtain authorization number from headquarters equipment coordinator or fiscal control officer.
3. Indicate whether ordering unit will pick up, or owning agency will deliver. Specific delivery information should be given under "Additional Information." Also indicate when and where equipment will be returned.
4. Fill in type of equipment and section code (when applicable) per designation in the State Equipment Council Equipment Coding Classifications.
5. Specify quantity.
6. Enter owning agency's equipment identification number.
7. Indicate whether owning agency will furnish operator. (Enter operator cost under description of "Services" if owning agency furnishes operator.)
8. Indicate condition of equipment at time of pick-up or delivery. (When equipment is returned, indicate condition at that time.)
9. Show appropriate rental rate from the State Rental Schedule for Mobile Equipment.
10. Enter any services, purchases of bulk fuel, labor, cost of equipment operators, etc., by unit and unit cost.
11. Obtain signature of agent of ordering unit.
12. Show actual period of rental.
13. Enter charge rate times period—after equipment returned and/or services performed.
14. Fiscal information to be entered by ordering unit's fiscal officer.