

EDUCATIONAL STAFF AGREEMENT

For use of this form, see USMEPCOM Reg 601-4

1. Name of MEPS: _____

SECTION I - AGREEMENT

2. The _____ agrees to provide _____ test proctors at \$25.00 each and/or _____
 (name of school) (number) (number)

assistant test administrators at \$40.00 each for a Student ASVAB test session to be administered on _____
 (date)

This agreement serves as an invoice from _____
 (name of school)

 (school address and phone number)

to Headquarters, U.S. Military Entrance Processing Command, for payment of the agreed amount.

3. MEPS or OPM test administrator signature: _____

4. Date: _____

5. School official signature: _____

6. Date: _____

7. Number of educational staff serving as proctors _____ @ \$25.00 = _____

8. Number of educational staff serving as test administrators _____ @ \$40.00 = _____

9. Total Invoice _____

SECTION II - FUNDS CERTIFICATION (to be completed by MEPS SGS)

10. I, _____, certify that funds are available.
 (Printed name, MEPS SGS)

11. Test session# _____

12. MEPS fund cite: _____

13. MEPS requisition number: _____

14. MEPS SGS signature: _____

15. Date: _____

16. MEPS Commander signature: _____

17. Date: _____

SECTION III - HEADQUARTERS - MOP-TD

18. MOP-TD: (Initials to indicate MOP-TD budget spreadsheet has been annotated.)

SECTION IV - PAYMENT ISSUE (to be completed by MRM-LO)

19. Signature and title of check issuer from MRM-LO: _____

20. Date: _____