



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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REVISION

**PAGE
E2-470.0**

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF PROFESSIONAL SERVICES

The Vernon Trial Civil Statutes (V.T.C.S.) Article 664-4 defines "Professional Services" as those services performed within the scope of the practice of accounting, architecture, optometry, medicine, professional engineering or land surveyors. Typically these services are performed by any licensed architect, optometrist, physician, surgeon, certified public accountant or professional engineer in connection with their professional employment or practice.

The purchase of Professional Services does not require bidding; however, prudent judgment must be used to ensure the University selects the most competent individual or firm at a reasonable cost. HUB certified businesses must be among those considered.

The guidelines for employment and payment of Professional Services are as follows:

1. Department selects professional and discusses scope of work, terms of agreement, remuneration, etc.
2. Department secures professional's signature on the Professional Service Agreement (Exhibit E20).
3. Department prepares purchase requisition which includes funding information and reasons for employing this individual or firm.
4. Department forwards purchase requisition and Professional Service Agreement to the Senior Vice President for Business Affairs.
5. After approving, the Senior Vice President for Business Affairs forwards the requisition and agreement to Purchasing for processing.
6. After the service has been performed, requisitioning department submits a completed Purchase Voucher to the Accounts Payable Office for payment.