

11/96

WORKING CHECKLIST FOR PROCESSING PAYMENT OF PROFESSIONAL SERVICES
 (Policy Memorandum 96-1.3-74, IV, V, VI, & VII)

1. If the professional service provider (formerly called consultant) is an employee of another State of Texas institution of higher learning, or agencies of the State of Texas and will be reimbursed only for the allowable travel expenses, an Authorization for Professional Services form is not required. Only the University's travel voucher should be used in these cases.
2. If the professional service provider is an employee of another State of Texas institution of higher learning, or agencies of the State of Texas and will be paid a consulting fee, the following steps must be followed.
 - A. Department fills out Authorization for Professional Services form and acquires Dept./Unit Head signature.
 - B. Department sends the Payee Information Form (PIF) to the professional service provider for signature.
 - C. Department completes the Employee/Independent Contractor Classification Checklist form.
 - D. If the consultant is not a U. S. Citizen, a Texas Application for Payee Identification Number (PIN) form needs to be filled out in order to obtain a vendor ID number. The department can complete this form. The professional service provider's signature is not required.
 - E. If the professional service provider is a non-resident alien, submit copy of Visa card and I-94 with the Payee Information Form.
 - F. Department sends all three forms (in A, B, and C above) to the appropriate Vice President for approval.
 - G. The Vice President's Office then forwards the package to the Assistant Vice President for Business Affairs for determination of tax matters and/or employee vs. independent contractor status.
 1. If status has been determined that the person should be an "employee", the forms will be returned to the department to have the proper forms completed as explained in the HRMS manual.
 2. If the status is one of independent contractor, the package is sent on to the next step.
 - H. The Assistant Vice President for Business Affairs then forwards the package to the President's Designee (Vice President for Business Affairs) for approval.
 - I. The VPBA office then forwards the Authorization for Professional Services form to the President of the institution with which the professional service provider is affiliated, with a cover letter asking for approval.
 - J. Upon receipt of that approval, the entire package is forwarded back to the department.
 - K. Department prepares the State of Texas Purchase Voucher for payment, and obtains the professional service provider's signature on the Authorization for Professional Services form after the services have been performed.
 - L. Department forwards the entire package to Procurement Management for processing of payment. The check will be mailed to the professional services provider in approximately 30 days.
3. If the professional services provider is not an employee of the State of Texas, follow the steps in 2 A - H and J - L. (Approval of the consultant's institution/or state agency head is not required - so I is not necessary.)