

## WORKING CHECKLIST FOR PROCESSING PAYMENT OF PROFESSIONAL SERVICES

(Policy Memorandum 96-I.3-74, IV, V, VI & VII)

1. If the professional service provider (formerly called consultant) is an employee of another State of Texas agency or institution of higher learning, but 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 *not* an employee of the State of Texas, the following steps must be followed:
  - A. Department fills out Authorization for Professional Services form and acquires the Department/Unit Head's signature.
  - B. Department completes the Employee/Independent Contractor Classification Checklist form.
  - C. If the professional service provider 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.
  - D. If the professional service provider is a non-resident alien, then submit a copy of the Visa card and I-94 with the Payee Information Form.
  - E. Department sends the form to the Tax Compliance Officer (currently David Maldonado, AD36), who will review it for determination of special tax situations and/or employee vs. independent contractor status.
  - F. The Tax Compliance Officer then approves it and sends it to the Senior Vice President for Business Affairs (SVPBA) (currently Robert Lovitt, AD24) for approval.
  - G. Upon receipt of all approvals, 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.
  - H. 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 service provider *is* an employee of a State of Texas agency or institution of higher learning, and will be paid a consultant's fee, the following steps must be completed immediately after receiving the SVPBA's approval (between steps F and G of the above list):
  - A. The SVPBA's office forwards the Authorization for Professional Services form to the President of the institution or agency with which the professional services provider is affiliated, with a cover letter asking for approval.
  - B. Upon receipt of that approval, the affiliated agency or institution forwards the entire package back to the originating department.