ROUTING OF PERSONAL SERVICES CONTRACTS

Policy Statement

Personal Services Contracts must be routed appropriately. This policy lists the proper routing procedure.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding personal services contracts.

Who Needs to Know This Policy

Any university employee who deals with Personal Services Contracts.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-adma-bud-004

Definitions

Policy/Procedures

The contract should be completed before work commences. The completed contract should be routed as follows:

1. Originating department for contractor's signature and authorized signer for account to be charged
2. Tax Compliance Officer, Office of the Controller must sign all contracts

3. Office of Research and Sponsored Programs IF a restricted account (contract or grant) will be charged

4. Office of Contracts and Grants Accounting IF a restricted account (contract or grant) will be charged

5. Purchasing Department. All PSCs are required to be signed by Purchasing.

The originating department shall maintain a copy of the Personal Services Contract. If payment will total $1,000 or more, a Requisition must be submitted before work commences so that a Purchase Order can be created. At completion of services (or for each partial payment), originating department shall acknowledge performance and forward original travel receipts, contractor's signed invoice, and other documentation to Accounts Payable in Procurement Services for payment. The department should also notate on the Remittance Voucher or Purchase Order that the original completed Personal Services Contract is in Purchasing.

Refer to the Independent Contractor Policy for specific procedures on determining employee versus independent contract status and processing of payments. Refer to Independent Contractor-Policies and Procedures on the Office of the Controller website.

**Review**

The Director of the Office of Budget and Tax Compliance is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**

N/A

**Related Information**

N/A

**History**

11/01/11: Formatted for Institutional Policies website.
02/20/13: Formatted for template. Minor editing of punctuation and word usage throughout. **Amendments:** Month, Day, Year – summary of changes
Authorization

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As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]

Responsible Officer

[Date]

04/22/13