STANDARD OPERATING PROCEDURE (SOP) #: 110.03

Subject: Consulting & Professional Services Form Instructions

Purpose and Scope: Instructions for the Consulting & Professional Services C&PS Form.

Procedures:

Reference: SOP 110.02 Professional Services Procedures & SOP 110.07 Consulting & Professional Services Form

A Consulting & Professional Services Form (C&PS) must:

- be submitted prior to any work beginning
- be submitted to Accounts Payable when less than $1,000
- accompany the Banner Requisition when greater than $1,000
- be submitted for each transaction regardless of any previous submissions

1. Check the appropriate box for mailing check.
2. Fill out the Requestor’s information.
3. If the Payee is a Corporation or a Government Entity, do not answer questions 1 through 7, and proceed to complete Part 2 and Part 3 on the C&PS Form.
4. Answer questions 1 through 5. If the answer is “YES” to any one of the questions, it substantiates that the individual does not meet IRS guidelines as an independent contractor. Do not fill out the C&PS Form. Instead process an Action Sheet and contact OHR.
5. Answer questions 6 through 7. If the answer is “NO” to any one of the questions, it substantiates that the individual does not meet IRS guidelines as an independent contractor. Do not fill out the C&PS Form. Instead process an Action Sheet and contact OHR.
6. For individuals who meet the IRS guidelines as independent contractors/consultants and are not a University employee, proceed to the following:
   - If the cost is less than $1,000, the C&PS Form is filled out and used in lieu of a Direct Pay Request. Submit the completed C&PS Form to Accounts Payable, Financial Services for issuance of check. A Banner Requisition is not submitted.
   - If the cost is $1,000 and greater, submit a Banner Requisition and fill out the C&PS Form.
7. Payee Name must match the individual’s IRS tax records.
8. All Part 2 fields should be filled out completely and accurately.
9. Banner funding codes are required for payment to the individual.
10. All Part 3 fields should be filled out completely and accurately.
11. Authorized signature, printed name, and date are required.
12. When the cost is over $1,000 and requires a P.O. and the C&PS Form:
   a. adequate time will be needed for a P.O. to be generated and if applicable, a contract to be executed;
   b. the C&PS Form must be sent as an attachment to the Banner Requisition and the Banner Requisition number referenced on the C&PS Form in the subject line of the email;
   c. Procurement Services will review the C&PS Form and Banner Requisition to ensure all appropriate information has been submitted.
   d. a P.O. will be processed, and when appropriate, a contract initiated.
13. Upon completion of services, the departmental Requestor should:
   a. note the P.O. number on the invoice;
   b. sign the invoice attesting that services have been rendered and that payment is approved;
   c. forward to Accounts Payable, Financial Services.