

APPENDIX F: PROFESSIONAL SERVICE

The following provides general guidelines for approval payment for professional and non-professional services, and lecturers. However, some exceptions may occur.

Payments to individuals who provide certain services, exclusive of subcontracts, require prior approval of TEES. When divisions are making payments for services such as research lecturers, professional services or other contracted services, they are required to fill out a Request for Approval form (see attached). This form provides the TEES Office of Sponsored Research with the information necessary to identify the appropriate type of service, compliance issues for the individual's eligibility for payment.

Procedure:

1. Upon receipt of the Request for Approval form, it is reviewed for completeness and for the following pertinent information:
 - a. **Citizenship:** If the proposed payment is to be made to an individual who is not a U.S. citizen or a permanent resident, the type of reimbursement must be screened to assure that no VISA violation will be made by payment to the individual. Exhibit B cross-references the VISA status with the types of income which an individual is limited to receive. For example: An individual with a B-1 VISA may receive reimbursement for expenses only; they may not receive payment for their services.
 - b. **Previous Employment:** An individual that has been employed in the TAMU system within the past 12 months is not eligible for payment for services rendered.
 - c. **Nature of Services to be provided:** The type of service designated on the request form by the division must be reviewed to determine the proper classification is identified.

Biographical data is required for the individual if the "professional services" category is notated. While "professional services" are not restricted on the total amount of payment the individual may receive and do not require a formal bid process, there are restrictions as to the type of services that can be considered as "Professional Services" and the fees should remain usual and customary. These services must be directly related to the professional practices as defined by the

Professional Services Procurement Act, (Government Code, Section 2254.002).

Lecturer services can differ in form and duration. The speech, presentation or seminar should somehow be related to the research mission or enhance the research objectives of the division.

Services which are not classified as professional services or lecturer are then noted as "Other Contracted Services" and are subject to appropriate purchasing procedures based on dollar amount to be paid to the individual in a 12-month

period of time. If the dollar amount to be paid exceeds \$2,000 on state funds or \$5,000 on local funds then the division is contacted to complete additional paperwork (i.e. purchase requisition, sole source justification form).

- d. Agreements: Any agreements that are attached are reviewed.
 - e. Compliance: If compliance is required on the designated project, the request is forwarded to the project administrator for that project. The project administrator initials his/her approval in the space provided.
 - f. Compliance: Signature of Division Head/or official designee required.
2. The form is logged and assigned a reference number for tracking.
 3. The form is forwarded with comments to Director of Office of Sponsored Research or designee, for approval and signature. The Director of Office of Sponsored Research is the final approval if the services total \$10,000 or less.
 4. The form is forwarded to the Assistant Vice Chancellor, or designee, for final approval if the services total over \$10,000.
 5. The original is kept in the designated project file. Copies are sent to:
 - a. the division requesting the approval
 - b. the Fiscal Office
 - c. Office of Sponsored Research (if sponsored projects are used), and
 - d. in a file by numerical reference number in the Purchasing Managers office.