

PROFESSIONAL SERVICES CONTRACT & CHECK REQUEST

Instructions

This form must be completed for any transactions involving professional services.

Professional services are defined by statute as: "work rendered by an independent contractor who has a professed knowledge of some department learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which independent contractor shall include but not limited to lawyers, doctors, dentists, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, and claims adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The work professional implies professional attainments in a special knowledge as distinguished from mere skill."

This form must also be completed for transactions which are considered other miscellaneous operating services and for which a requisition has not been completed. The following is a summary of object codes requiring this form:

Object Code	Description
740100	Professional Services - Accounting / Auditing - 1099
740101	Professional Services - Management / Consulting - 1099
740110	Professional Services - Engineering / Architect - 1099
740115	Professional Services - Legal Services - 1099
740120	Professional Services - Medical Services - 1099
740125	Professional Services - Veterinary - 1099
740130	Other Professional Services - 1099
710420	Professional Travel
720140	Other Miscellaneous Operating Services

Complete the appropriate contract form in duplicate originals. One original is retained in the Office of Business Affairs and the second original is returned to the department for the contractor.

Obtain signatures from the department head or principal investigator and the contractor, and then submit the contracts to the Office of Business Affairs. Allow a two-week processing period. Upon approval a copy will be forwarded to Administrative Accounting and the department.

The department will submit the appropriate professional services check request form with a copy of the contract to Administrative Accounting.