

POLICY

Effective Date: December 11, 2006
 Approved By: President's Council

Authority: RCW 28B.10.029
 RCW 39.29
 RCW 43.19
 WAC-236-48

Cancels:

See Also: POL U5348.01 Purchasing with University Funds
 POL U5348.05 Reviewing and Approving University Contracts
 POL U 5348.07 Managing Contracts
 POL U5348.09 Payment of Honoraria to Non-Employees

POL-U5348.08 CONTRACTING FOR PERSONAL SERVICES

This policy applies to all employees contracting for personal services using university funds.

Definitions:

Personal Services – Services provided by a vendor who is bringing expertise and methodology to the solution of a non-routine problem.

Personal Services include:

Architecture & Engineering (A&E) – Architecture and engineering services obtained for Public Works projects.

Consultant - An independent individual or entity contracting with the university to perform a personal service or render an opinion or recommendation according to the consultant's methods and without being subject to the control of the university except as to the final work product..

Honorarium – See POL-U5348.09.

Clients – Those individuals who the university has statutory responsibility to serve, protect, or oversee. They may be customers or patrons who are not employees of the University, but who are availing themselves of services provided by the university, including students.

Client Services – Personal services provided directly to university clients including, but not limited to medical services, and employment and training programs.

1. Financial Manager Ensures Contract in Place BEFORE Work Commences

Financial Manager contacts Purchasing Manager IMMEDIATELY when a need for Personal Services is identified. The contact with the Purchasing Manager is made prior to contacting potential contractors.

POLICY

Personal service activities **must** be evidenced by a contract in a format that has been approved by the Purchasing Department.

EXCEPTION:

For Honoraria see POL-U5348.09 Paying Honoraria to Non-Employees.

2. Purchasing Manager Establishes Personal Service Contracts

When a request for personal services has been communicated, the Purchasing Manager works with the Financial Manager to identify needs and potential contractors, and to pursue completion of a contract. As required by the State, the Purchasing Manager obtains required approvals from Office of Financial Management (POL U5348.05) prior to execution of contract.

EXCEPTION:

Facilities Management establishes and manages Architecture and Engineering Service Contracts.

3. Financial Manager Authorizes Commencement of Work

Once the contract is executed, Financial Manager authorizes Contractor to begin work.

NOTE: Financial Manager must NOT authorize work to proceed until contract has been executed.

4. University Employees Receive Compensation Through Payroll Services

All compensation is processed through Payroll Services. Employees are not eligible to engage in personal service contracts with the university.

EXCEPTION:

The Human Resources Department authorizes all exceptions.