Accounting Office - Commitment/Contracting Process for Services Provided by Individuals

Professional Services: consulting, marketing, analysis, banking, medical, physicians, software development/design, graphic design, auditing, and editing. (Per http://www.purchasing.iastate.edu/psa/psa_faq.html professional services are "predominately intellectual in character.") Routine Services: repairs, small equipment rental, lab testing, construction, computer programming, photography, catering, etc. Routine services do not require a Professional Services Contractual Agreement (PSCA).

See http://www.purchasing.iastate.edu/policy/interest.html for information on conflicts of interest, and have the provider complete a Conflict of Interest (COI) form if processed through the Accounting Office. Research participants, referees, and other athletics officials (line judges, announcers, etc.) are not considered conflicts of interest. Research participants require a Research Participant Receipt Form (RPRF) rather than an W-9 form.

* The $2,000.00 threshold is per department and includes services plus any related expenses.

Purchasing will require competitive selection for projects in excess of $25,000.00.