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

Requesting Services?
- Yes
  - Conflict of Interest?
    - Yes
      - Needs Purchasing’s Approval
    - No
      - Professional Services? (See above)
        - Yes
          - Services Expected to be $100.00 or More for the Year?
            - Yes
              - Process a Simple Disbursement Voucher (SDV) through the Accounting Office
            - No
              - Services Expected to be $1,000.00 or More for the Year?
                - Yes
                  - Professional Services Contractual Agreement (PSCA) must be Completed
                - No
                  - Professional Services? (See above)
        - No
          - Services Expected are $600.00 or More?
            - Yes
              - Professional Services Contractual Agreement (PSCA) must be Completed
            - No
              - Services Expected to be $1,000.00 or More for the Year?
                - Yes
                  - Process a Simple Disbursement Voucher (SDV) through the Accounting Office
                - No
                  - Professional Services Contractual Agreement (PSCA) must be Completed
  - No
    - Signed contract required?
      - Yes
        - W-9 must be completed to set up a KFS Vendor, if for $100.00 or more, and if not already set up.
        - 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.
      - No
        - Prepare a Disbursement Voucher (DV). Attach PSCA if required. Do not attach a W-9 form.
        - (Prepare a Simple Disbursement Voucher (SDV) if less than $100.00)

Notes: Professional services have a higher threshold ($2,000.00) than routine services ($100.00) for requiring Purchasing's approval.
- Requiring a PSCA does not necessarily require Purchasing's approval.
- Payments to foreign vendors who provide services performed in the U.S. may require 30% withholding. Please contact Bill Cahill or Carole Gill for more information.

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