How to Procure Services in Workday

This flow chart provides guidance on how to procure different types of services in Workday. If the service you need is not listed here, please refer to: https://www.procurement.iastate.edu/resources/payment-and-procurement-methods for additional information or email procurement@iastate.edu for assistance.

Professional Services are “predominantly intellectual in character” and may include the following services: architects/engineering, art conservation, auditing, grant writing, investigation, legal, consulting, marketing development, media buying, research, or search firms.

Routine Services may include: artistic/design, captioning, catering, editing, grant review, graphic design, illustration, inspections, interpreting/ translating, lab testing, photography/videoigraphy, repairs, security, small equipment rental, software programming/development, training, transcription, website/app development.

A subcontract or sub-award (not to be confused with procurement agreements for goods or services) is written to a collaborating partner of a sponsored project awarded to ISU. These agreements are a full collaborative relationship between ISU and the sub. Additional information regarding sub-awards can be found at: https://www.ospa.iastate.edu/awards/awards-postaward-information. Invoices are paid on supplier contracts.

Choose Type of Services and follow path below

- ISU Approved Internship stipend
  - Yes
    - Refer to: https://www.procprovost.iastate.edu/academic-programs/policies/experiential-learning
  - No
    - Current ISU employee?
      - Yes
        - Send payment request to hr_delivery@iastate.edu requesting a one-time payment through Payroll.
      - No
        - Current supplier?
          - Yes
            - Pay by P-card after services provided
          - No
            - Submit a Non-Catalog Requisition in Workday prior to the event
              - Greater than $2000? OR a Conflict of Interest?
                - Yes
                  - Submit a Contract Request Form to Procurement PRIOR to any work beginning
                - No
                  - Submit a Contract Request Form to Procurement PRIOR to any work beginning

- Speaker Entertainer Athletics Official
  - Yes
    - Refer to: www.controller.iastate.edu/controller/rprf.htm
  - No
    - Research Participants
      - Yes
        - Submit a Non-Catalog Requisition in Workday prior to the event
      - No
        - Research Participants
          - Yes
            - Submit a Contract Request Form to Procurement PRIOR to any work beginning
          - No
            - Professional Services
              - Yes
                - Submit a Contract Request Form to Procurement PRIOR to any work beginning
              - No
                - Procurement creates a PO and supplier submits invoice to invoices@iastate.edu (Accounts Payable)

- Routine Services
  - Yes
    - Photography Videography
      - Yes
        - Submit a Non-Catalog Requisition in Workday prior to services provided
      - No
        - All Other routine services. Does supplier accept P-card?
          - Yes
            - Pay by P-card after services provided
          - No
            - Submit a Non-Catalog Requisition in Workday prior to services provided

- Collect Conflict Of Interest (COI) form and W9 for US persons. If foreign individual, collect W-8BEN and COI. If foreign business, collect W-8BEN-E. Set up supplier.
- Create Supplier Invoice with Conflict Of Interest (COI) form attached. Attach PSCA if Professional Services. Do not attach W-9s or W-8s. COI form required for individuals. Payment to a business requires an invoice.
- Invoice routes to Accounting for review

*Please contact Procurement (Procurement@iastate.edu) or Accounting (acctweb@iastate.edu) with any questions*