

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 “predominately 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/videography, 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-recipient. Additional information regarding sub-awards can be found at: <https://www.ospa.iastate.edu/awards/awards-postaward-information>. Invoices are paid on supplier contracts.

