

CONSULTING AGREEMENT PROCEDURES

UNIVERSITY OF MISSOURI-KANSAS CITY

Finance and Administration (Administrative Center, Room 333)

The Assistant to the Vice Chancellor for Finance and Administration has responsibility for review and execution of consulting agreements with individuals that do not entail the delivery of a product as an end result of the contract. **Agreements that entail the delivery of a product (other than a written report) as an end-result of the contract must be routed through Procurement using normal Procurement procedures.** All consulting agreements must be fully executed before the Consultant begins work for the University. The following procedure should be followed when submitting consulting agreements to Finance and Administration:

Unless the agreement is to be with a corporation or partnership, complete the Employee/Independent Contractor Classification Checklist. If it is determined that an Independent Contractor/Consultant relationship exists, **fully** complete the Consulting Agreement and have the Consultant sign. **If the consultant is to be paid from a grant account, have the principal investigator for the grant sign where indicated.** Original signatures are not required; faxed or scanned signatures are acceptable. If applicable, attach a photocopy of the completed Employee/Independent Contractor Classification Checklist and mail (or send electronically) to Finance and Administration. If there is no problem, Finance and Administration will return a fully-executed copy to you. Give a copy to the consultant and keep one for your records.

NOTE: Make sure that any attachment referenced in the agreement is included, including a CV if referenced in Paragraph II.

FINANCIAL SERVICES (224 Administrative Center)

After the consulting work is done, or when the consultant requests a partial payment, have the consultant complete and sign the University Invoice form or submit an invoice of his/her own. Then, if the invoice is ready for payment, prepare the voucher, attach the invoice and a photocopy of the Consulting Agreement and send to Financial Services for processing. The voucher should not be sent to Finance and Administration.