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.

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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.