

# CONSULTING AGREEMENT PROCEDURES

## UNIVERSITY OF MISSOURI-KANSAS CITY

### BUSINESS SERVICES (4825 Troost, Rm 103)

The Director of Business Services 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 Purchasing using normal Purchasing 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 Business Services:

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, make three copies and have the Consultant sign all three. **If the consultant is to be paid from a grant account, have the principal investigator for the grant sign where indicated.** If applicable, attach a photocopy of the completed Employee/Independent Contractor Classification Checklist to **one** of the signed Consulting Agreements and mail all three to Business Services. If there is no problem, Business Services will return two fully-executed copies to you. Give one to the consultant, if desired, 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 Business Services.