Instructions for Contracted Personal Services Substitute Invoice FS-03

Instructions for completing this form: This form is for contracted personal services (e.g. consulting, professional and personal services and vendor expenses when included in the contract fee).

If paying a foreign/nonresident alien for services, contact the Office of Payroll and Tax Compliance at payroll@txstate.edu or call extension 5-2543 for additional requirements.

Contract and PO Requirements:

- If there is no university vendor identification number for the contractor, they must complete, print and sign the Vendor Maintenance Request form (FS-01) and email it to vendorrequests@txstate.edu.
- A standard university contract and PO are not necessary if the cumulative fee to the contractor for performance of the contracted work during the fiscal year is expected to be less than $15,000.00. However, both are recommended to avoid misinterpretations of expected results and payments.
- If the cumulative fee to the contractor during the current fiscal year will be $15,000 or more, a contract and purchase order (PO) are required.
- If there is a PO for the service, do not submit the payment request on an e-NPO.
- If travel or other expenses are paid and are included in the fee, a contract is necessary.
- The vendor’s contract or invoice can be used with the Account Manager’s signature approval in lieu of this form for payment on a PO. Contact contracts@txstate.edu for assistance.
- The standard payment time is 30 days after the service completion unless the contract stipulates a different payment schedule. A special payment schedule such as advance payments or progress payments may require a contract for clarity between parties.
- The contractor must send the completed form back to the requesting department.
- If there is not an invoice, the department must obtain required signature approvals on Form FS-03 and send it to the Purchasing department at contracts@txstate.edu.

e-NPO Requirements:

- Attach this completed form (with the contractor’s signature and date) or the vendor’s invoice to an e-NPO if there is no PO.
- The e-NPO will route through the workflow for the required Texas State signature approvals, therefore, these signatures are not needed on this form or on the invoice.
- Do not use this form to pay travel expenses unless included in the fee. Receipts from the vendor are not required since they are part of the service fee.
- If the vendor's contact requires payment from Texas State for the actual travel expenses, complete a travel funds commitment and e-NPO. Receipts are required. We do not reimburse contractors except for travel with an approved travel request.

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