

Submitting an FS-06

For Use by Texas State Employees

Email VendorRequests@txstate.edu for additional help!




The rising STAR of Texas

Helpful Hints & Things to Know

- ❖ Current FS-06 Form can be found on the Procurement & Strategic Sourcing Forms webpage <https://www.txstate.edu/procurement/forms.html>
- ❖ FS-06 Form is used to verify that contractor is not a full-time employee of Texas State University
- ❖ All sections need to be completed, including Account Manager and Contractor signatures before submitting.
- ❖ Employees are not set up as vendors, they are paid by PCR or stipend. Exceptions include eNPO reimbursement for employees for certain items (Registrations, seminars, work boots, etc.).
- ❖ FS-06 needs to be sent to purchasing@txstate.edu
- ❖ FS-06 should be fully approved by Procurement before creating a Requisition/eNPO or TCM Form Request.
- ❖ If setting up new vendor, send FS-06 in once their registration is completed through PaymentWorks and/or in SAP.

Make sure you are using the current FS-06 Form

- ❖ Section A has 9 questions to be completed.

 <p>TEXAS STATE UNIVERSITY <i>The rising STAR of Texas</i></p>		FORM FS-06	
		EMPLOYEE VS. INDEPENDENT CONTRACTOR DETERMINATION	
<i>Instructions to Department: Forward the completed form to purchasing@txstate.edu</i>			
SECTION A: Department to answer questions 1 – 9:			
1. Name of Contractor:		2. Vendor #:	
3. DBA:			
4. Address:			
5. Description of work:			
6. Department:		7. Department contact: Net ID and phone:	
8. Account Manager:		9. Account Manager signature:	

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- ❖ Section B has 6 questions to be completed.

SECTION B: Department to answer questions 1 – 6:		YES	NO
1. Will the Account Manager have a supervisory role with the worker?		<input type="checkbox"/>	<input type="checkbox"/>
2. Does Texas State have employees who perform this work?		<input type="checkbox"/>	<input type="checkbox"/>
3. Will the worker need university office space, equipment, access to university services, and/or paid parking?		<input type="checkbox"/>	<input type="checkbox"/>
4. Will this work be funded by a university sponsored program or grant?		<input type="checkbox"/>	<input type="checkbox"/>
5. Anticipated beginning & ending date?	Beg Date:		
	End Date:		
6. Estimate the total anticipated payments to this contractor for the fiscal year:	\$		

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- ❖ Section C has 6 questions to be completed, including Contractor Signature.

SECTION C: The proposed contractor to answer questions 1 -6 and sign:		YES	NO
1. Will contractor require training or supervision by university personnel to perform this work?		<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have your own business and offer these services to the general public?		<input type="checkbox"/>	<input type="checkbox"/>
3. Are you employed full time elsewhere? Name of Employer, (or N/A)		<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a current or former employee (within past 12 months) at Texas State University?		<input type="checkbox"/>	<input type="checkbox"/>
5. Are you related to someone at Texas State? If so, enter name & department, (or enter N/A)	Name of relative: Department:		
6a. Are you a U.S. Citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
6b. If no, then what is your Country of Citizenship:	Current U.S. Visa Status?		
If "No", the Department should contact the Nonresident Tax Specialist for payment guidance at taxspecialist@txstate.edu or 512-245-2543.			
<small>I certify that the above facts (Section C) are true to the best of my knowledge and belief and I understand that I subject myself to termination of services provided (Independent Contractor), or disciplinary action (Texas State University Full-Time Employees) in the event that the above facts are found to be falsified.</small>			
<small>I understand that I cannot claim reimbursement for services while on regular duty for Texas State University. I understand that payments are reportable to the IRS. Texas State University is bound by State, Federal, and TSUS rules and regulations. When services are within the scope of the employee's job duties, payment will be made via PCR. See UPPS 03.04.01 sec 05.</small>			
CONTRACTOR SIGNATURE:		DATE:	

Process

- ❖ Complete FS-06 with all signatures and information requested
- ❖ Email to purchasing@txstate.edu
- ❖ Approved forms will be returned to department contact listed on Section A. 6. Be sure to include your name and net id.

Additional Comments

- ❖ FS-06 Forms are completed on individuals only. Entities do not need to be submitted.
- ❖ Employees can not be set up as vendors. They are paid by PCR or stipend only.