

## **Instructions for Contracted Services Substitute Invoice FS-03**

**Instructions for completing this form:** This form is for contracted services (e.g. lecturers, artists consulting, etc. services).

If paying a foreign/nonresident alien for services, contact the Office of Payroll and Tax Compliance at [payroll@txstate.edu](mailto: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, the department must then send the vendor a PaymentWorks invite.
- 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 (or total vendor spend for fiscal year reaches \$15K). However, both are recommended to avoid misinterpretations of expected deliverables and payments.
- If the cumulative fee to the contractor during the current fiscal year will be \$15,000 or more (or total vendor spend for fiscal year reaches \$15K), a contract and purchase order (PO) are required.
- If there is a TCM Contract in place 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](mailto: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. Any pre-payment over \$1000 requires email approval from Dan Alden, D.P.S.S.
- 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 the FS-03 Form and attach it to the requisition in either Marketplace or SAP.

### **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 flat rate 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.