

# Submitting an FS06

*For Texas State Employee Use*  
Email [VendorRequests@txstate.edu](mailto:VendorRequests@txstate.edu) for additional help!



*The rising STAR of Texas*

# Helpful Hints & Things to Know

- ❖ Current FS06 form can be found on the Procurement & Strategic Sourcing Forms webpage <https://www.txstate.edu/procurement/forms.html>
- ❖ FS06 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.) paid on their EMPLOYEE number, not as a vendor.
- ❖ FS06 needs to be sent to [purchasing@txstate.edu](mailto:purchasing@txstate.edu)
- ❖ FS06 should be fully approved by Vendor Requests before creating a Requisition/eNPO or TCM Form Request.
- ❖ If setting up new vendor, send FS06 in once their registration is completed through PaymentWorks and/or in SAP.

# Make sure you are using the current FS06 Form

- ❖ Section I has to be completed.

SECTION I – DEPARTMENT TO COMPLETE			
Vendor No.:		Vendor Name:	
Doing Business As (DBA), (if applicable):			
Address:			
City:		State:	Country:
Phone No.:		Email Address:	
Description of Services:			
Anticipated Start & End Date		Start Date:	End Date:
Estimate the total anticipated payments to this contractor for the fiscal year			\$
Department:		Contact Name:	
		Net ID:	Phone No.:
Account Manager Signature:		Date:	Net ID:

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❖ Section II has 18 questions to be completed.

SECTION II – DEPARTMENT TO COMPLETE		
1. Will contractor require training or supervision by university personnel to perform this service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does Texas State have employees who perform this service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will the contractor need university office space, equipment, access to university services, and/or paid parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will services be funded by a university sponsored program or grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will TXST dictate to the individual when, where and how the services are to be done?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does TXST have to provide training to the contractor for them to provide services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are the services provided part of a core business function?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Do the services have to solely be provided by the contractor? (i.e., grant, sub-award, or proprietary)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does the individual have the authority to hire others to assist with the services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Will the individual have a continuous or recurring engagement with TXST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Does TXST set the hours scheduled for the contractors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Are full-time services required (e.g., is the contractor required to work the equivalent of full-time hours each week)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Does TXST control where the services are performed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Will TXST dictate the order in which the services are performed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Is the individual required to provide regular progress reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Is the individual's pay based on a measurement of time (hourly/weekly/monthly)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Will TXST reimburse the individual for travel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18. Will TXST provide the equipment/tools needed to perform the services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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- ❖ Section III has 5 questions to be completed.

SECTION III – PROPOSED CONTRACTOR TO COMPLETE AND SIGN	
1. Do you have your own business and offer these services to the general public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you employed full time elsewhere? If yes, name of employer, (or N/A)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you a current or former (within the past 12 months) employee at Texas State University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you related to someone employed at Texas State? If yes, enter the name and department below. Name: _____ Department: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you a U.S. Citizen or Permanent Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5a. If no, then what is your Country of Citizenship?	
5b. If no, what U.S. Visa type do you hold?	
5c. When does the Visa expire?	
5d. Where will the services be performed?	<input type="checkbox"/> Inside the U.S. <input type="checkbox"/> Outside the U.S.
<b>***DEPARTMENT – If “No” is checked for number “5” above, contact the Tax Specialist for payment guidance at <a href="mailto:taxspecialist@txstate.edu">taxspecialist@txstate.edu</a> or 512-245-2543</b>	

## Process

- ❖ Complete FS06 with all signatures and information requested
- ❖ Email to [Purchasing@txstate.edu](mailto:Purchasing@txstate.edu)
- ❖ Approved forms will be returned to department contact listed on Section I. Be sure to include your name and net id.

## Additional Comments

- ❖ FS06 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.