



SUBJECT: PROFESSIONAL SERVICES	Effective Date: 3-18-13	Policy Number: 5.3	
	Supersedes: Presidential Memorandum #46	Page 1	Of 2
	Responsible Authority: Senior Vice President, Financial Affairs		

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all employees of the University who participate in the establishment of contracts for professional services.

POLICY STATEMENT:

Professional services are typically unique, technical, and/or infrequent functions performed by an independent contractor qualified by education, experience, and/or technical ability to provide services. In most cases these services are of a specific project nature and are not a continuing, ongoing responsibility of the institution. Some examples of professional services used at the University include consulting, guest lectures and entertainment.

All contracts for professional services shall:

- be in writing and approved by a University employee with signature authority for the service contemplated;
- comply with IRS requirements for independent contractors;
- comply with special requirements of projects supported by grant funds;
- include a statement of work and deliverables;
- specify the period of time over which the services are being rendered;
- use either the university's standard contract addendum or use a contract that has been reviewed and approved by the Office of the General Counsel;

- not conflict with other university policies or regulations;
- not conflict with university agreements of an exclusive nature;
- comply with University Regulation 6.008, Purchasing; for purchases in excess of the university's acquisition thresholds, a competitive process or valid exemption shall be used to select a service provider;
- comply with University Regulation 5.001, University Ethics and Conflict of Interest; and
- adhere to Florida Statute 112.061 for any travel expenditures, where applicable.

Contracts for medical preceptors or outside legal services also require the approval of the Provost's Office or designee or the Office of the General Counsel, respectively.

INITIATING AUTHORITY: Senior Vice President, Financial Affairs

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 5.3

Initiating Authority
Signature: _____ Date: _____
Name: _____

*Policies and Procedures
Review Committee Chair*
Signature: _____ Date: _____
Name: _____

President
Signature: _____ Date: _____
Name: _____

Executed signature pages are available in the Office of the General Counsel