Consultants and Contractors Checklist

1. Contractual Services Consultants
   Dollar Threshold: Less than $10,000
   General Features of Transaction:
   a. One time payment for specific service
   b. Payment to individual or service organization
   c. If invoice is not available from service provider, payment request is submitted on KU Contractual Services Form
   d. Payee generally provides Social Security # rather than a business Taxpayer ID
   e. KU/KUCR/State of Kansas employees not eligible
   Other Requirements:
   a. Complete both sides of KU Contractual Services Form
   b. Transactions greater than $2,000 require verification of competitive process and justification of selected payee

2. KUCR Agreement for Services
   Dollar Threshold: Greater than $10,000
   General Features of Transaction:
   a. Either single or multiple payments
   b. Either Social Security # or Taxpayer ID is provided by Payee
   c. Subject to KUCR standard terms or negotiation by legal counsel
   d. Payment schedule
   e. Invoice provided by service provider
   f. Subject to sponsored project administration review to verify budget and obtain sponsor approval if necessary
   g. This is a procurement of services
   Other Requirements:
   a. Transactions greater than $100,000 subject to KUCR panel review
   b. Require verification of competitive process and justification of selected payee

3. Subcontract
   Dollar Threshold: Scope-of-work driven, no dollar threshold
   General Features of Transaction:
   a. Transfer of significant research activity or complex part of project performed by outside entity
   b. Must be included in project budget or agency approval must be obtained
   c. Subcontractor’s contributions included in project report
   d. Always used when work performed by a University or other Not for Profit organization
   e. Always used where any Human or animal experimentation intended by other party
   f. May be required for service agreements if cost exceeds 25% of total project cost
   Other Requirements:
   a. Work of subcontractor is reported to KU Principal Investigator
   b. Time period of work is usually of substantial duration

11/28/12