



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 72.08, **Independent Academic Services**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish policies and procedures for using the services of academic personnel to carry out institutional programs.

REVIEW: This HSC OP will be reviewed on July 1 of each odd-numbered year (ONLY) by the Managing Director of Procurement Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations.

POLICY/PROCEDURE:

1. Policy.

- a. The services of independent academic personnel may be acquired when there is a need for such services which cannot be satisfied by internal personnel. When external personnel are used, it must be for organized activities relating to instructional departments of institutions of higher learning and similar activities of other state agencies.
- b. The provisions of this HSC OP are applicable to only the following services and providers:
 - (1) Visiting professors
 - (2) Guest lecturers to agencies of higher education
 - (3) Distinguished individuals
 - (4) Artists presenting lectures
 - (5) Colloquiums
 - (6) Speeches
 - (7) Seminars
 - (8) Workshops
 - (9) Recitals
 - (10) Performances
- c. This HSC OP is not applicable to the use of private consultants, to the use of professionals covered by the Professional Services Procurement Act (Texas Government Code, Section 2254), or to the appointment to non-faculty positions (HSC OP 70.11).
- d. This HSC OP is not applicable to the services of any person who, during the current calendar year, has been an employee of the institution; any payment made to such a person must be made as a supplemental compensation payment through Payroll.
- e. This HSC OP is not applicable to the services of course instructors, regardless of the type of pay (hourly or lump sum) or the number of courses taught. These persons are generally not viewed as independent contractors under IRS guidelines.

2. **Administrative Procedures.**

The administrator responsible for an activity may arrange directly with academic personnel for their services. A TechBuy Requisition, accessible at <http://techbuy.ttu.edu> , must be submitted prior to the date services are rendered. All Travel Expenses must be submitted through the Travel System. If the department has set up a Direct Bill with lodging establishments, the payment request must be processed in TechBuy using the direct pay form – Direct Bill for Non-Employees. See [HSC OP 72.03](#), paragraph 2(h), page. 6.

3. **Financial Procedures.**

In order to comply with IRS requirements, TTUHSC requires current tax information for all payees.

TTUHSC has a partnership with PaymentWorks a supplier information management platform that automates the collection, verification and updating of supplier information. When a new vendor is selected for an institutional purchase transaction users will send the vendor a PaymentWorks invitation. Instructions and guidance documents cornering PaymentWorks can be found at the following link- https://www.fiscal.ttuhs.edu/fsm/training_home.aspx

Independent contractor Questionnaire (ICQ) is required when vendor is an individual or sole proprietor. The form is located at <http://www.fiscal.ttuhs.edu/training/Forms/Division/IndependentContractorQuestionnaire.pdf>. Submit the completed ICQ form as an attachment to the TechBuy requisition so it can be reviewed and approved by the Tax Compliance Office.