

**CONTRACTED PERSONAL SERVICES
 PAYMENT VOUCHER**

Texas State University is a member of the Texas State University System

INSTRUCTIONS: This form is for contracted personal services (e.g. consulting, professional and personal services, including travel expenses.)

- 1) A university vendor number is necessary for this form. The contractor will complete, print and sign Form FS-01 and fax or mail to FI MDC.
- 2) A contract (Form FS-04) and a purchase order are required if the cumulative amount for this vendor for the fiscal year will be \$5000 or more. A contract may also be required for special payment requests. The vendor's contract can be used with approval from the University Attorney.
- 3) The vendor's invoice may be submitted instead of this document if there is a purchase order and the Account Manager approval signature.
- 4) Do not use this form for an employee or former employee within past 12 months. Instead, use Personnel Change Request (PCR).
- 5) Do not use this form to pay or reimburse travel expenses. Complete a travel application and travel payment request for non-employees.
- 6) If you are paying a foreign person (nonresident alien) for services, contact the Tax Specialist to arrange for completion of required paperwork.

SECTION I – CONTRACT & PURCHASE ORDER

Contract #:		Purchase Order #:		NPO	
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SECTION II – VENDOR INFORMATION (Complete all information. Verify address with contractor.)

SAP Vendor #:							
VENDOR NAME:							
COMPANY NAME (if different):							
MAILING ADDRESS:							
CITY:		STATE:		ZIP:		COUNTRY:	
PHONE #:				EMAIL ADDRESS:			

SECTION III – DESCRIPTION OF SERVICES

Enter complete description of work performed:	

SECTION IV - WORK PERFORMANCE DATES: Enter dates of work performed, including start date and ending date.

Start Date:		End Date:		FINAL PAYMENT:	YES		NO	
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SECTION V – PAYMENT DETAILS:

Description	Payment Amount
Taxes Withheld (if applicable):	
TOTAL TO BE PAID: (Must match total on page 2)	

SECTION VI – CONTRACTOR AGREEMENT

I understand that I cannot claim reimbursement for services while on regular duty for Texas State University. I understand that these payments are reportable to the IRS. Texas State is bound by the Prompt Payment Act of the State of Texas, and all other applicable State and Federal regulations and TSUS rules and regulations in regards to this payment.

CONTRACTOR SIGNATURE:		DATE:	
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TEXAS STATE ACCOUNT MANAGER OR DESIGNEE COMPLETES ALL SECTIONS BELOW:

SECTION VII - REQUESTOR CONTACT INFORMATION			
Requestor Name:	Department:	Telephone Number:	Email:
If advance check is requested, and is to be picked up at the cashier's office, enter name of person to pick up check (Asst Dir Acct – Accounts Payable approval required):			
Name for pick up:		Approval:	

SECTION VIII – ACCOUNT ASSIGNMENT					
Enter account assignment below. If expenses exceed the amount encumbered on the purchase order and you want the excess charges distributed to a different account assignment indicate distribution below.					
(\$)AMOUNT	(6 digits) GL ACCOUNT	(10 digits) COST CENTER	(10 digits) FUND	(10 digits) INTERNAL ORDER	(10 digits) WBS
	(\$) TOTAL AMOUNT				

SECTION IX - APPROVALS - Payment cannot be made without original approval signatures.			
	SIGNATURE	PRINTED NAME DEPARTMENT	DATE
ACCOUNT MANAGER (Required)			
DEAN / DIRECTOR (if required)			
OSP (Required for Grants)			
VICE - PRESIDENT (if required)			

Office Use Only:					
Tax Specialist approval initials:		Date:		Non- employment verification	Notes:

Contractor: Send completed form back to requesting department. Contractor signature can be emailed or faxed.
 Department: Send completed form to Purchasing JCK 527. The Account Manager signature must be original, but contractor signature may be faxed or scanned copy. Only send one copy. Keep form to two pages to save paper.