

**JOB AID**  
**PAYING FEES AND/OR EXPENSES TO PROFESSIONAL SERVICE PROVIDERS ON FINANCIAL FORMSNIRVANA**  
**(Non-Employee Individuals and Firms)**

**UPDATED: May 3, 2005**

Amount of Total Obligation (Includes Fees And/Or Expenses Paid Directly to Contractor)	Contract For Professional Services Necessary?	Use Object Code	Reimburse Contractor For Expenses	Pay 3rd Party For Contractor Expenses*
A. One-time payment under \$200	No	<ul style="list-style-type: none"> <li>• 7200 – Fees</li> <li>• 7200 – 90 Expenses</li> <li>• 7201 – Fees</li> <li>• 7201–90 – Expenses</li> </ul>	No contract needed. Pay on FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided).	1) FFN POT/PV <b>OR</b> 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided) <b>OR</b> 3) Use a purchasing card.
B1. \$200 to \$2,999 <ul style="list-style-type: none"> <li>• Athletic Officials, Speakers, Lecturers, Honoraria, Entertainers, Focus Groups, Facilitators</li> </ul>	No	<ul style="list-style-type: none"> <li>• 7201–15, 7201–35, 7201–40 – Fees</li> <li>• 7201–90 Expenses</li> </ul>	No contract needed. Pay on FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided).	1) FFN POT/PV <b>OR</b> 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided) <b>OR</b> 3) Use a purchasing card.
B2. \$200 to \$2,999 <ul style="list-style-type: none"> <li>• All other Professional Service Providers.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• 7200 – Fees</li> <li>• 7200 – 90 Expenses</li> <li>• 7201 – Fees</li> <li>• 7201–90 – Expenses</li> </ul>	Process FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided) referencing CPS number.	1) FFN POT/PV <b>OR</b> 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided) <ul style="list-style-type: none"> <li>• If contract encumbered funds for expenses and a 3rd party will be paid, be sure to process an ER to relieve related encumbrances. <b>OR</b></li> </ul> 3) Use a purchasing card.
C. \$3,000 and over	Yes (Purchasing must do RFP at \$50,000 and up)	<ul style="list-style-type: none"> <li>• 7200 Fees</li> <li>• 7200 – 90 Expenses</li> <li>• 7201 – Fees</li> <li>• 7201–90 – Expenses</li> </ul>	Process FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided) referencing CPS number.	1) FFN POT/PV <b>OR</b> 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided) <ul style="list-style-type: none"> <li>• If contract encumbered funds for expenses and a 3rd party will be paid, be sure to process an ER to relieve related encumbrances. <b>OR</b></li> </ul> 3) Use a purchasing card up to \$2,499.

\*Examples of Third Party Payments: Airlines, hotel, car rental.

Airfare and car rental can be charged to the university purchasing card, or handled as a Direct Pay (non-PO-related) purchase. Hotel can be handled on a POT using a U-Wide Contract for local hotels. Meals cannot usually be paid directly to a third party, so they will need to be reimbursed to the contractor via FFN PVC (referencing a CPS if a CPS was required).

Note: 7615 should only be used to reimburse travel expenses for non-University employees that are not professional service providers, for example, recruitment.

Note: Substantiate expenses for foreign nationals/non-resident aliens with receipts. Send the receipts to Payroll.

Note: If paying expenses to a 3<sup>rd</sup> party lowers the CPS amount to below the level at which a contract is required, a contract does not need to be used.

Note: Objects 7200-10, 7201-10, and 7201-45 are restricted. Contact Purchasing for more information.