# JOB AID

**PAYING FEES AND/OR EXPENSES TO PROFESSIONAL SERVICE PROVIDERS ON FINANCIAL FORMSNIRVANA**

(Non-Employee Individuals and Firms)

**UPDATED: May 3, 2005**

<table>
<thead>
<tr>
<th>Amount of Total Obligation (Includes Fees And/Or Expenses Paid Directly to Contractor)</th>
<th>Contract For Professional Services Necessary?</th>
<th>Use Object Code</th>
<th>Reimburse Contractor For Expenses</th>
<th>Pay 3rd Party For Contractor Expenses*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. One–time payment under $200</td>
<td>No</td>
<td>• 7200 – Fees 7200 – 90 Expenses 7201 – Fees 7201–90 – Expenses</td>
<td>No contract needed. Pay on FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided).</td>
<td>1) FFN POT/PV OR 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided) OR 3) Use a purchasing card.</td>
</tr>
</tbody>
</table>
| B1. $200 to $2,999  
• Athletic Officials, Speakers, Lecturers, Honoraria, Entertainers, Focus Groups, Facilitators | No | • 7201–15, 7201–35, 7201–40 – Fees 7201–90 Expenses | No contract needed. Pay on FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided). | 1) FFN POT/PV OR 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided) OR 3) Use a purchasing card. |
| B2. $200 to $2,999  
• All other Professional Service Providers. | Yes | • 7200 – Fees 7200 – 90 Expenses 7201 – Fees 7201–90 – Expenses | Process FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided) referencing CPS number. | 1) FFN POT/PV OR 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided)  
• If contract encumbered funds for expenses and a 3rd party will be paid, be sure to process an ER to relieve related encumbrances. OR 3) Use a purchasing card. |
| C. $3,000 and over  
(Purchasing must do RFP at $50,000 and up) | Yes | • 7200 Fees 7200 – 90 Expenses 7201 – Fees 7201–90 – Expenses | Process FFN PVC (with vendor invoice, or with a payment affidavit when no invoice is provided) referencing CPS number. | 1) FFN POT/PV OR 2) PVC (With vendor invoice, or with a payment affidavit when no invoice is provided)  
• If contract encumbered funds for expenses and a 3rd party will be paid, be sure to process an ER to relieve related encumbrances. OR 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 3rd 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.