

## **POLICY**

1. Payment using institutional funds, which include grant and contract funds, will be authorized only when prior approval has been obtained on this form.
2. Individuals shall be selected on the basis that he or she is the most qualified expert available (considering the extent and nature of the services to be performed), and further that such services are essential to the needs of The University of Texas at Brownsville and Texas Southmost College. Written documentation of the individual's qualifications must be submitted with this form by the requesting department.
3. When Federal grant and/or contract funds are utilized, no payment may be made to a United States government employee unless specific written approval is given in advance by the Federal Agency.
4. This form cannot be used to pay salary supplements, administrative stipends, or fees for Extension Center/Extended Education Teaching.

## **PROCEDURES**

1. This form must be completed and forwarded to the appropriate university officials for approval five days prior to the date of the requested services. Until such approval is obtained, no formal commitment exists.
2. Upon completion of requested services, submit a Purchase Voucher to the Purchasing Office. The yellow copy of this authorization form, signed by the payee, must accompany the voucher.
3. Payment to non-UTB/TSC employees will be processed and mailed to the independent contractor or lecturer from the Cashier Office. Requests for special handling, or immediate payment, should be held to a minimum and will be allowed only as an exception. UTB/TSC employees will be paid on the next available payroll.
4. Report cancellations of approved authorizations to the Payroll Office.

## **INSTRUCTIONS**

Employee versus Independent Contractor classification will be determined by the appropriate Vice President using the Employee/Independent Contractor Classification Checklist. The Employee/Independent Contractor Classification Checklist must also be submitted with the Authorization for Services Agreement.

1. Employee Status
  - A. When hiring a UTB/TSC employee, this block must be signed by the employee's immediate supervisor (i.e. Division Director, Dean, etc.)
  - B. When hiring employees of other U.T. components or other Texas State agencies, this authorization form must be signed by the President or Agency Head of the supplying organization, or a letter of approval from that President or Agency Head must be attached.
2. Citizen Status

Non-resident aliens must enter the United States under a J-1 Visa in order to be compensated for providing services as an independent contractor.

## **NATURE OF SERVICES CATEGORIES**

1. Guest speaker or guest lecturer.
2. Consulting services (including research consulting) means the service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee. (Refer to Contractor Classification Checklist.)
3. Professional services as defined in Texas Govt. Code, Section 2254.002 means those services performed within the scope of practice, as defined by state law of Accounting, Architecture, Land Surveying, Medicine, Optometry or Professional Engineering; or provided in connection with the professional employment or practice of a person who is licensed as a certified public accountant, an architect, a land surveyor, a physician (including a surgeon), an optometrist or a professional engineer.
4. Other (Specify), which may include but is not limited to, entertainers, athletic officials, data processing, training services, etc.

## **DISCLAIMER**

Disclosure of your social security number (SSN) is requested as part of your Independent Contractor Agreement with The University of Texas at Brownsville and Texas Southmost College. Your SSN will be used as a unique number in order to identify you within the University's vendor file. Disclosure of your SSN is mandatory before you may become an Independent Contractor with The University of Texas at Brownsville and Texas Southmost College. Federal law requires The University of Texas at Brownsville and Texas Southmost College to report income and SSNs for all Independent Contractors to whom compensation is paid. SSNs are maintained and used by The University of Texas at Brownsville and Texas Southmost College for payment and tax purposes and are reported to Federal and State agencies on forms required by law. Further disclosure of your social security number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code.)