

## Activity Accounts

### Contractual Services Policy and Procedure

*This is an extension of the Activity Accounts Policies and Procedures. All compliance issues listed in the published policy are a part of this document.*

The Contractual Services form is used to determine if payment for services performed will be considered FHSU payroll or paid directly using the Purchase Requisition. The Contractual Services form is located on the FHSU Lotus Notes Workflow.

- A Contractual Services form is initiated by a member of the organization or group (preferably the Treasurer) using the Lotus Notes generic I D.
- Complete this form **only** if you are paying an individual not an organization or business.
- Complete Part I **or** II of the form first to determine if the individual providing the service is to be considered an Independent Contractor. If the answer is "Treat as Independent Contractor", complete Part III and submit a purchase requisition. If the person is to be treated as an employee, contact the **Personnel Office** at 628-4462 for information on how to pay the individual.
- Complete the Contractor Certification section - listing the name of the individual to be paid, provide appropriate identification number, address, full amount to be paid, dates the services were performed, and location.
- Provide a very detailed description of the type of service and length of contract with Fort Hays State University.