

**Sent:** Tuesday, November 21, 2017 4:23 PM

**Subject:** IMPORTANT PROCESS UPDATE: Consultant & Contractors <\$5k

All,

Effective immediately there is a new process for payment of consultants and contractors whose total cost of engagement is < \$5,000. Please see the attached which outlines the correct payment method for various transaction types. The "*Contract and Payment Form For External Consultant (<\$5,000)*" is considered obsolete and will no longer be accepted for processing.

The form is also available on the Purchasing & Payment Services website in the "Check Request Payments" section. <https://finance.vanderbilt.edu/paymentservices/index.php>