Consultant & Contractor Engagements <$5,000 effective 10/20/2017

Transaction Type	Payment Required	Contract Required	Transaction Method	Invoice Required	Payment Terms	Oracle Procurement Process
Honoraria	At discretion of department No legal obligation	No	Standard Check Request	No	Net 0 / Immediate Pay	Non-PO Payment Requisition
Speaker / Lecturer	Yes, as a condition of service	No. PO terms and conditions cover Vanderbilt requirements. Yes, if Speaker is represented by an Agency or their services require non-standard terms and conditions	eProcurement General requisition Commodity Code: Performing Artists & Speakers Contract required: Use Professional Services requisition & Speaker's Agreement template	Yes If no invoice is provided by Speaker include comment: **No Invoice - Payment Request Needed**	Net 0 / Immediate Pay	General by Total Cost Requisition "Smart Form" Dept will have to "Receive" the order to authorize payment
Consultant / Contractor	Yes, as a condition of service	No. PO terms and conditions cover Vanderbilt requirements. Must include a clear description of scope of work, deliverables and due dates on the requisition	eProcurement: Professional Services requisition Commodity Code: Professional Services	Yes If no invoice is provided by Contractor include comment: **No Invoice - Payment Request Needed**	Net 45 standard terms	Professional Services Requisition "Smart Form" Dept will have to "Receive" the order to authorize payment
Performing Artist	Yes, as a condition of service	No. PO terms and conditions cover Vanderbilt requirements. Yes, if Artist is represented by an Agency or their services require non-standard terms and conditions	eProcurement General requisition Commodity Code: Performing Artists & Speakers Contract required: Use Professional Services requisition & Performing Artist Agreement template	Yes If no invoice is provided by Artist include comment: **No Invoice - Payment Request Needed**	Net 0 / Immediate pay	General by Total Cost Requisition "Smart Form" Dept will have to "Receive" the order to authorize payment