

## Professional Services Attachment Reference

The following table lists the additional information that is required or recommended for inclusion when engaging and paying for the services of independent contractors/external consultants.

Additional detail is available in the [General Purchasing Policy](#) and [Independent Contractor Policy](#).

Attachment	When it's Used
VU Professional Services Agreement (PSA) <b>or</b> Supplier's Contract	<ul style="list-style-type: none"> <li>• For any new professional service engagement (i.e., not covered by an existing agreement), a contract is:               <ul style="list-style-type: none"> <li>○ Required if \$5,000 or more; and</li> <li>○ Recommended if less than \$5,000.</li> </ul> </li> </ul>
PSA Schedule "A" <b>or</b> Statement of Work (SOW)	<ul style="list-style-type: none"> <li>• Required for all professional services requisitions</li> </ul>
Conflict of Interest Statement	<ul style="list-style-type: none"> <li>• Required whenever the VU PSA is not used</li> </ul>
Location of Services Statement	<ul style="list-style-type: none"> <li>• Required whenever any portion of the services are being performed outside the United States</li> </ul>
IRS 20-Rule Checklist	<ul style="list-style-type: none"> <li>• Required whenever the contractor is an individual or sole proprietor</li> </ul>
VU Protection of Minors Addendum <i>(contact Purchasing Services if applicable)</i>	<ul style="list-style-type: none"> <li>• Required contract addendum when the contractor's work requires interaction with minors (children under 18 years old)</li> </ul>