

## Procedures for Contracts and Honorariums

### Contracts and Honorariums under \$600:

1. Check to see if the vendor has been set up in Banner.
  - a. Yes (Vendor has been set up) - send a memo request to Angela Hooper in the Business Office with the required information (vendor name, amount of check request, Account to be charged, etc).

\*Note- No contract is required for honorariums and contracts for services under \$600 unless it involves dual services or catering contracts. (See Dual Services contracts at the end of this information sheet. For catering contracts of any amount, see the steps in section 2 below).
  - b. No (Vendor has not been set up in Banner)- Call Debbie Roberson in the Business Office (ext 305) and give her the contact information so that she can send them a W-9 and a vendor information sheet to get completed before they can be set up as a vendor in our system. Also, follow step (a), above so that when the vendor information is obtained and the vendor is set up, the payment can be processed at that time.

\*\*\*\*Please note\*\*\*\*

The vendor information is required information. Before anyone purchases goods or services from anyone, we must have the required vendor information on file before we can establish them as a vendor and pay them. These are IRS regulations. ***Please, always check to see if the vendor has been set up before purchasing goods or services. If they are set up, that means we already have the required information and you can proceed with your order or contract.***

### Contracts and Honorariums \$600 or more or Catering Contracts of any amount:

1. Check to see if the vendor has been set up in Banner.
  - a. Yes (Vendor has been set up) – Initiate a contract with routing sheet (Contracts can be found on the DSCC website under “Contracts” in the Administrative Services section) and send to Amy Watts or Deborah Jones in the Purchasing Office. Because the contract must be routed for signatures at DSCC and then forwarded to the vendor for signature and returned before payment can be processed, this needs to be done as early as possible to help assure a check can be processed by the due date or deadline. Typically, this will take at least 2 weeks or more.
  - b. No (Vendor has not been set up) – Call Amy Watts (ext 358) or Deborah Jones (ext 291) in the Purchasing office with the contact information so that one of them can send the business/person a W-9 and a vendor information sheet to get completed before they can be set up as a vendor in our system. Also follow step (a), above, so the contract can be put in process at the same time as the vendor information is being obtained

Please remember that both parts must be completed before we can process the payment.

### **Dual Services Contracts:**

In all cases where the party to be paid for services is an employee of a state entity, a dual services contract must be used. This applies whether the person is being paid more or less than \$600.

With a dual services contract, we contract with the state institution where the person is employed for the services of the individual. We then pay the institution for the person's services and the institution pays their employee through its payroll office so that the employee has withholding taxes, etc. deducted from their pay.

A sample Dual Services contract can be found by going to the DSCC website. Under the "Contracts" tab of the Administrative Services section of the website, there is a link to TBR G030. The sample Dual Services contract can be found through this link.

If you have any questions, you may call any of the following people:

Amy Watts	ext 358
Deborah Jones	ext 291
Debbie Roberson	ext 305
Angela Hooper	ext 312
Patricia Larson	ext 313
Julie Frazier	ext 308