

Service Purchase Contracts – Grant Funded Projects

Quite often, grant proposal budgets include the services of an outside contractor. Some examples are: consulting services, data analysis, website development, lectures, and training. Following are some tips on navigating the purchasing/invoicing process at Cal U:

Please allow ample time – between 2-6 weeks – for the processing of Service Purchase Contracts (SPC). There are several reasons this can be a time consuming process.

- Purchasing typically **mails** the contract to the contractor along with an instructional letter. The letter instructs the contractor to sign and return the document via regular mail. If a special request is made (on the requisition), Purchasing will email the contract to the contractor, however, the original executed contract must be returned to Purchasing via regular mail. To expedite the process, you may want to ask the contractor to return the signed document via express mail.
- If the amount of the contract exceeds \$5,000, the paperwork must be approved by PASSHE Legal. When the SPC exceeds \$20,000, the Office of Attorney General (OAG) must also approve. This increases the turnaround time significantly.

Procedures – Please answer the questions below then email your response to your department secretary or the.

Service Purchase Contract – Information Checklist

- Name:
- Address:
- Email:
- Contact phone number:
- SS# or FEIN#
- Name of the event/service provided:
- Location of event/service and the time period:
- Expectations of the contractor:
- What are the details of his/her employment?:
- Amount to be paid for service:

Note: Please be as specific as possible regarding location, time period, activities performed, etc.

Invoicing - When the contractor has completed the terms of the SPC, he/she can invoice.

Invoices - (can be in letter form if necessary) should indicate name, service provided, date(s) of service, contractor contact information, remit to address, amount due, **SPC #** and signature. Contractor can mail the invoice to the PI. PI should sign off on invoice and forward to **Accounts Payable, Box 11** with a copy of the SPC and any other necessary documentation.

Email invoices - will be accepted as long as they provide their name, service provided, date(s) of service, contractor contact information, remit to address, amount due and **SPC#**. The PI can forward to **Accounts Payable** at accountspayable@calu.edu; noting his/her approval in the forwarding email.