

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Guest Speaker/Guest Panelist/Lecturer in Higher Education Services

Procedure No.: PP-520

Approved by:

Date: 9/1/2002

I. Purpose

To define the procedure for acquiring Guest Speakers, Guest Panelists, and Lecturers in Higher Education.

II. Scope

This procedure shall apply University wide.

III. General

The following procedures shall apply.

A. STATE FUNDS

\$5,000.00 and under

No competitive bids or justification are needed. (Be careful, a re-occurring service could total over \$5,000.01 per fiscal year, requiring requisition and informal/formal bids.) Prepare a standard contract with the Department Head signature block. Obtain signatures of the Lecturer, Guest Speaker, and the Department Head. Include a description of the work to be performed, the dates of service, and the details of the payment agreement. It is strongly suggested that all contracts be for a lump sum that includes all costs for travel, meals, and lodging. When contract is completed, obtain an invoice or a certification of service from the contractor. Indicate an approval of the invoice and submit it to Accounts Payable for Payment. A Limited P.O. shall be used to document the contract.

\$5,000.01 to \$15,000.00

For the purchase of services from a sole source provider the department shall book guest speaker/guest panelist at agreed upon speaker fee (this fee is to be described as a lump sum fee which includes travel allowance and expenses; no receipts for expenses are required, vendor is a contractor. Department to submit requisition to Procurement and General Services describing services to be provided, date of meeting/seminar, and lump sum fee to be charged. Attach a sole source justification and any documentation that indicates the agreed upon cost of the services, person contacted and all terms and conditions. Procurement and General Services will check for compliance and will issue purchase order.

For the purchase of services that may be provided by more than one source (Competitive bid) the department will submit to Procurement and General Services requisition describing services to be provided, date of meeting/seminar, and travel allowance

and expenses. All travel costs to be considered as part of the service. Include list of suggested sources. Procurement and General Services will obtain bids and issue purchase order.

\$15,000.01 and more

Submit requisition that fully describes services needed and suggested source(s) to Procurement and General Services. If sole source, attach sole source justification. Bids will be obtained.

B. LOCAL AND OR FEDERAL FUNDS

\$5,000.00 and under

No bids or justification are needed for less than \$5,000.00. (A recurring service could total over \$5,000.01 per fiscal year, requiring full documentation and informal/formal bids.) Prepare a standard contract with the Department Head signature block. Obtain signatures of the Lecturer, Guest Speaker, and the Department Head. Include a description of the work to be performed, the dates of service, and the details of the payment agreement. It is strongly suggested that all contracts be for a lump sum that includes all costs for travel, meals, and lodging. When contract is completed, obtain an invoice or a certification of service from the contractor. Indicate an approval of the invoice and submit it to Accounts Payable for Payment. A Limited P.O. shall be used to document the contract.

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