

TechBuy Guidelines for Entering Requisitions for Miscellaneous Services

The following guidelines are intended to provide assistance for individuals entering requisitions for miscellaneous services. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

1. **Form**--Procurement rules apply so depending on the estimated cost, use one of the following:
 - Non-Catalog Form Master (<\$15000)
 - Informal Bid Form (between \$15,000.01 and \$50,000)
 - Bid/RFP Requisition (above \$50,000.01)
 - Justification of Proprietary Purposes
2. In **Product Description** field, list:
 - The services that will be performed
 - Dates of service
 - If needed, you may provide a more detailed explanation in the **Description of Goods and Services** field, including the scope of work that will be performed, the location, and any other pertinent information.
3. **Required documentation** includes:
 - Quotes from the vendor, attached as an **External Attachment**.
 - An [Independent Contractor Questionnaire \(ICQ\)](#) form, attached as an **Internal Attachment**.
 - **Current** insurance coverage in the following situations scanned and attached as **Internal Attachments**:
 - If the vendor or any employees will be driving a vehicle onto any TTU property, the vendor must provide proof of automotive liability coverage in the amount of \$1,000,000 combined single limit.
 - Vendors providing services on any TTU property are required to have commercial general liability insurance, including products-completed operations and personal/advertising injury in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
 - If the vendor has other employees coming onto any TTU property, scan and attach a copy of the **current** workers compensation certificate as an **Internal Attachment**.
4. **Account codes**:
 - **Maintenance/Repairs**—If the requisition involves repairs or maintenance of TTU equipment, use the appropriate account code from the 7F0 budget pool.
 - **Contract Labor**—If the requisition is for a vendor who has agreed to provide services for a specific job or project, use 7N3050 Temporary Contracted Services. Examples of vendors or expenses that would be included on this code are tradesmen, craftsmen and other individuals whose job does not *require* advanced education. (Note: a signed contract is not required to use this account code.)
 - **Professional Services**—If the vendor is a licensed professional (someone with advanced education and specialized training) use the appropriate account code from the 7A0 budget pool. 7A0080 Other Professional Services should include licensed counselors, surveyors, registered dietitians, mediators, appraisal services, diagnostic testing, and services that require a similar level of post-graduate education.

Note:

- If you have equipment in your department that occasionally needs emergency repair, you should consider a blanket order for these repairs. The blanket order does not encumber any funds and will allow you to use different FOPs for different invoices. By completing the blanket order in advance, you will have the required paperwork (such as the proof of insurance) on file in advance of the service call. (See the guidelines for completing this type of requisition.)
- If you are using a vendor from outside the US and that vendor is coming here to the US to perform the service, there are additional taxes that may be assessed based on Internal Revenue Codes. Please contact the Tax Services office for more information.