TEXAS TECH UNIVERSITY™
Office of Procurement Services

TechBuy Guidelines for Entering Requisitions for Performers, Lecturers, and Guest Speaker Fees

The following guidelines are intended to provide assistance for individuals entering requisitions for performers, lecturers, and guest speaker fees. The Procurement Services Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of a conflict between these guidelines and operating policies, the operating policies shall prevail.

- Performers, Lecturers, and guest speakers are exempt from the competitive procurement process, meaning the department is not required to obtain competitive quotes or bids. The department should always negotiate the best value for the fees. If Texas Tech University will be paying for travel expenses, those will be reimbursed after the travel has occurred. Please see Non-Employee Travel.

- Appropriated funds (11, 12, 13, or 14) should not be used for speaker fees. Departments are responsible for reviewing the award terms and conditions of any sponsored project funds to determine if fees for performers, lecturers, and guest speakers are allowed and that funding is available in the 7A0 budget pool.

- The requisition should be submitted prior to the speaking engagement. If a speaker fee is submitted after the event, the requisition must be completed on the After the Fact (ATF) Form and is considered non-compliant. Please note that appropriated funds (11, 12, 13 & 14) and sponsored funds (21, 22, & 23) are not permitted on ATF transactions.

- Account code 7A0070 should be used for Lecturers and Performances.

Procedure on Submitting a Requisition for Guest Speakers

1. If the Guest Speaker is not already established as a vendor in the TechBuy system, users must manually enter the Guest Speakers information on the Non-Catalog Form. Guidelines on manually adding the vendor's information to a TechBuy form can be found here. The Independent Contractor Questionnaire (ICQ) will be required for all individuals or sole proprietors (Guest Speakers).

2. Prepare the requisition in TechBuy using the **Non-Catalog Form Master**.

3. Enter the performer, lecturer, or guest speaker in the supplier field, either by searching for the name or by entering the information manually.

4. In the **Purchase Category**, select "Speaker Fees."

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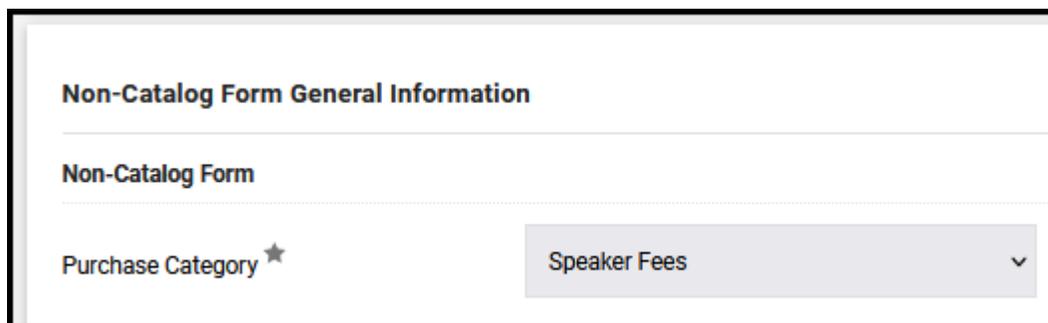
Requisition Procedure Continued

5. Enter the quantity and pricing information for the fee. Packaging of 1 EA, a quantity of 1, and total dollar amount for the fees.

Packaging ★	1	EA - Each
Quantity ★	1	
Unit Price	200.00	

6. In the *Product Description* field, enter a description of the services. The "Additional specifications for Goods or Services" may be used if the Product Description field does not allow enough room.

Provide a description of the goods or services (the first 50 characters will appear on the check stub). ★

John Smith will be speaking at CHEM 5301 Seminar 3/1/20XX.

196 characters remaining   expand | clear

7. At the top of the form, click on "Add and go to Cart."

All ▾   Search (Alt+Q)   659.94 USD 🛒   ♡ | 🔔580   🔔46

♡🖨 ⋯ Close   **Add And Go To Cart** ▾

8. When reviewing your cart, attach the ICQ form in the *Internal Notes and Attachments* *section.* Please note that Tax Services team needs this information to complete their review and approval.

Internal Notes and Attachments   ✏ ⋯

Internal Note	no value
Internal Attachments	Add