

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 conflict between these guidelines and operating policies, the operating policies shall prevail.

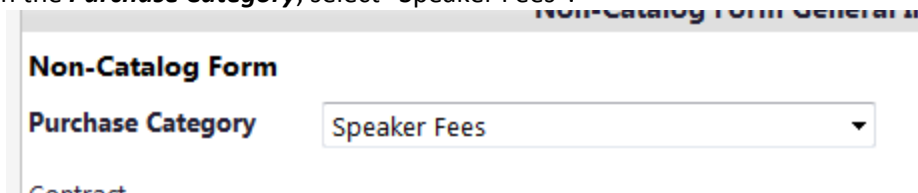
Performers, Lecturers, and guest speakers are exempt from the competitive procurement process meaning the department is not required to obtain competitive quotes or bids. The department should always negotiate the best value for the fees. If Tech will be paying for travel expenses, those will be reimbursed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

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

Account code will be 7A0070, Lecturers and Performances.

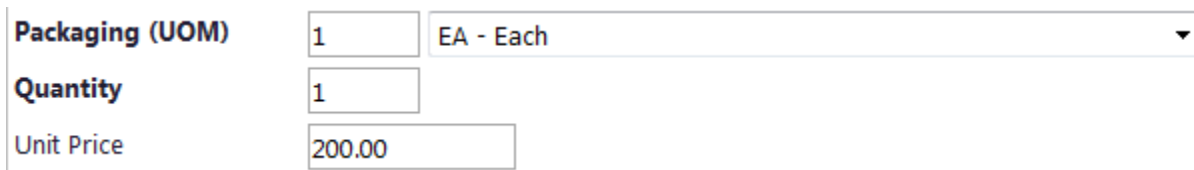
Requisition Procedure

1. Have the vendor complete the [New Vendor Registration Forms](#) if they are not currently established in the TechBuy system. This form can be faxed or emailed to Vendor Services (as indicated on the form itself) or attached to the requisition. The [Independent Contractor Questionnaire \(ICQ\)](#) will be required for all individuals or sole proprietors.
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".



The screenshot shows a form titled "Non-Catalog Form" with a dropdown menu for "Purchase Category" set to "Speaker Fees".

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.



The screenshot shows the following fields:

Packaging (UOM)	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.

Product Description
 (the first 250 characters will appear on the check stub).

Mary Young will be speaking at the CHEM 5301 seminar on 2/13/17.

190 characters remaining expand | clear


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

Available Actions: Add and go to Cart  **Go** Close

8. When reviewing your cart, attach the new vendor forms and the ICQ in the **Internal Notes and Attachments** section. Please note that each of these forms must be attached as **separate documents**, since they are reviewed and approved by different departments.

Internal Notes and Attachments ?

Internal Note	no note	edit	N
Internal Attachments			A
add attachment...			
Event Title	no value		



Notes

- Appropriated funds (11, 12, 13 or 14) cannot 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.