



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 72.08, **Independent Academic Services**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish policies and procedures for using the services of academic personnel to carry out institutional programs.

**REVIEW:** This HSCEP OP will be reviewed July 1 of every odd-numbered year by the Managing Director of Purchasing, with recommendations for revisions submitted to the Chief Financial Officer or his/her designee by July 15.

### **POLICY/PROCEDURE:**

#### **I. Policy**

- A. The services of independent academic personnel may be acquired when there is a need for such services that internal personnel cannot satisfy. When external personnel are used, it must be for organized activities relating to instructional departments of institutions of higher learning and similar activities of other state agencies.
- B. The provisions of this HSCEP OP apply to only the following services and providers:
  - 1) Visiting professors
  - 2) Guest lecturers to agencies of higher education
  - 3) Distinguished individuals
  - 4) Artists presenting lectures
  - 5) Colloquiums
  - 6) Speeches
  - 7) Seminars
  - 8) Workshops
  - 9) Recitals
  - 10) Performances
- C. This HSCEP OP does not apply to the use of private consultants, to the use of professionals covered by the Professional Services Procurement Act (Texas Government Code, Section 2254), or to the appointment to non-faculty positions ([HSCEP OP 70.11](#)).
- D. This HSCEP OP does not apply to the services of any person who, during the current calendar year, has been an employee of the institution; any payment made to such a person must be made as a supplemental compensation payment through Payroll.
- E. This HSCEP OP does not apply to the services of course instructors, regardless of the type of pay (hourly or lump sum) or the number of courses taught. These persons are generally not viewed as independent contractors under IRS guidelines.

#### **II. Administrative Procedures**

The administrator responsible for an activity may arrange directly with academic personnel for

their services. A TechBuy requisition, accessible at <http://techbuy.ttu.edu>, must be submitted prior to the date services are rendered. Travel expenses must be submitted through the Travel System. If the department has set up a direct bill with lodging establishments, the payment request must be processed in TechBuy using the direct pay form Direct Bill for Non-Employees. See [HSCEP OP 72.03](#), paragraph 2(g), page. 6.

### III. **Financial Procedures**

To comply with IRS requirements, TTUHSC El Paso requires current tax information for all payees.

To ensure that the correct information is on file, the department requesting the services or goods must log in to PaymentWorks and invite the vendor to register if the vendor has not already been set up. Step by step instructions can be found in the link below:

[https://ttuhscep.edu/fiscal/businessaffairs/purchasing/\\_documents/PW\\_VendorInvitationsQuickStartGuide\\_TTUHSCEP\\_5.20.24.pdf](https://ttuhscep.edu/fiscal/businessaffairs/purchasing/_documents/PW_VendorInvitationsQuickStartGuide_TTUHSCEP_5.20.24.pdf)

Completion of the Independent Contractor Questionnaire (ICQ) is required when the vendor is an individual or sole proprietor. The form is located at:

[https://ttuhscep.edu/fiscal/businessaffairs/purchasing/\\_documents/Independent-Contractor-Questionnaire.pdf](https://ttuhscep.edu/fiscal/businessaffairs/purchasing/_documents/Independent-Contractor-Questionnaire.pdf)

Submit the completed ICQ form as an attachment to the Techbuy requisition so it can be reviewed and approved by the Tax Office.