

**Financial and Administrative Services**

**FACT SHEET**

Procurement of goods and services require compliance with various laws and University policies. Please call our office prior to entering into any procurement agreements/contracts. General guidance is provided below.

|  |
| --- |
| **Professional Services Agreements (PSAs)** |
| * The University uses PSAs for contracting services that do not require a formal **RFP** or **competitive bid** |
| * PSAs should receive University approval **PRIOR** to vendor approval and acceptance * PSAs should be fully signed **PRIOR** to any work being done * Vendors must register prior to work being done * Once PSA has been completed and signed by the Department Head/Dean or Director, please upload PSA for Financial Services review. Once PSA has been reviewed and signed by Financial Services, Financial Services will send to vendor for signature and return a fully executed copy of PSA to department.   [**Professional Services Agreement (PSA) Form**](https://www.aum.edu/AUMFAS/wp-content/uploads/sites/11/2021/04/Professional-Services-Agreement_incomplete.pdf)  [**AUM Professional Services Agreement Checklist**](https://www.aum.edu/AUMFAS/wp-content/uploads/sites/11/2021/04/AUM-Professional-Services-Agreement-Checklist1.pdf): AUM Employee/Independent Contractor classification checklist for Professional Service Agreement Payments to Individuals.  **Please upload PSA for review to:**  <https://app.smartsheet.com/b/form/2eb325b1dbd541ab93d85373652914b2> |
|  |