

SERVICES MATRIX

Effective 4-13-2015

When an INDIVIDUAL will be providing services to the University, the following decision points regarding how to handle payment for services should be followed:

<p>NOTE: For faculty teaching on-line courses, refer to the Faculty Services Matrix https://guru.psu.edu/tools/FacultyServices/FacultyServicesMatrix.pdf</p>	
<p>The individual will be paid \$1,000 or less</p>	<p>No agreement is necessary and honorarium payment may be made with no back-up required. Use object code 391 - Honorarium</p>
<p><i>If recording or broadcasting of the presentation will occur, or if the individual wishes to sell merchandise, the University Scholar Agreement is REQUIRED, even if there will be no payment of compensation or reimbursement of travel.</i></p>	
<p>The individual requires use of their own agreement (Use of Penn State agreement preferred)</p>	<p>Agreement must be sent to Risk Management for negotiation and approval.</p>
<p>The speaker is being engaged through Student Affairs</p>	<p>There is a Speaker Agreement that is part of the University Standardized Entertainment Agreement templates, which is much more detailed and generally used for extracurricular speaking engagements arranged through Student Affairs. This agreement should still be used for Student Affairs events, or events sponsored by registered student organizations, per Guideline FNG02 - Limited Delegation of Contract Approvals.</p>
<p>NO</p>	<p>Continue to next question</p>

<p>6 Will the individual be providing photographic services?</p>	<p>YES</p>	<p>Contact Risk Management to discuss ownership of images to be sure agreement is in place to address. Pay by Special Request for Check. Use object code 393 - Personal and Professional Services</p>
	<p>NO</p>	<p>See Directions for all other services</p>

ALL OTHER SERVICES:

<p>All other services provided by individuals should be paid by Special Request for Check. Documentation of the services provided should be attached (i.e. invoice) Use object code 393 - Personal/Professional Services</p>	<p>If there are any agreements or contracts, these must be sent to Risk Management for negotiation and approval.</p>
--	--

If the services being provided are valued at \$10,000 or more, than Purchasing must be contacted to conduct a competitive purchasing process.

SERVICES PROVIDED BY COMPANIES		
	Object Code	SRFC Purpose
Non-Incorporated (Partnership, LLC)	393	1099PROSVC Purpose on SRFC
Incorporated	411	CEN-USE
<p>NOTE: Medical Services to any payee must be paid as 1099PROSVC</p>		
<p>Services provided by Companies over \$10,000 in total MUST be procured through Purchasing with the exception of companies representing speakers or artists. In these cases, the contracts/agreements must be sent to Risk Management, and a SRFC can be used to make payment..</p>		