

**From:** Murphy, Jennifer  
**Sent:** Tuesday, June 27, 2006 8:39 AM  
**To:** GRP-APS Customer Advisory Group  
**Cc:** Mayne, Florence; Hubbard, Marta; Martinez, Art; Caspers, Rod; 'mailto:oa.croberts@austin.utexas.edu'; 'Gary E Martt'  
**Subject:** Change to Authorization for Professional Services ("APS") process

Good Morning,

You have probably seen the notices UT Austin has posted on DEFINE regarding the new electronic "PBS" document that was released on campus on June 26, 2006. The "PBS" document replaced the [paper based Authorization for Professional Services \("APS"\)](#) form that some of your departments use to contract with an individual for services that cost under \$15,000 per fiscal year.

**Any APS' that are currently in paper form are fine the way they are; no changes need to be made.** If your department is getting ready to prepare any "new" APS forms please send Rita George and I an e-mail with the account number and the person in the department responsible for creating the document. This transition requires updating DEFINE authorizations for creation and routing. We will work with departments one-on-one as the need arises.

Becky F., Rita, and I attended a training on campus related to creating this new document. I don't want to discourage you from attending, but will warn you that the class is based on UT Austin's processes; our process is very different, so I'm concerned the class would confuse you.

To clarify, this electronic document is not tied to the payment; it is an electronic way to create the contract between UT and an individual. They have audits built into it for object codes, dollar amounts, and approvers.

Please call with questions.

Thank you,

Jenny

*Jennifer C. Murphy*

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