

From: Murphy, Jennifer
Sent: Thursday, March 10, 2005 12:51 PM
To: GRP-APS Customer Advisory Group
Subject: Guidance on Use of the Authorization for Professional Services form

Good Afternoon:

In the Contracts Administration Training Session held yesterday morning, questions related to the use of the [Authorization for Professional Services form \(APS form\)](#) were asked. This e-mail is to provide guidance to you and your departments regarding use of this document.

1. The APS form is a contract and must be signed by the EVC for Business Affairs or another delegated signer.
2. The APS form can only be used to contract with an individual and there is an **annual limitation of \$14,000**. If payments to an individual are going to exceed \$14,000 annually the APS form can not be used; a more in-depth contract would need to be developed.
3. When requesting that the APS form be signed by the EVC for Business Affairs or a delegated signer **you must complete and attach:**
 - o the second page of the APS form ([Independent Contractor Checklist](#)) and
 - o [Section 3: Contracts for Contract Workers, including consultant of the BA Contract Checklist](#) to the [APS form](#). This is regardless of your source of funds.

Please share this important information with your department.

Thank you!
Jenny

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