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From: Murphy, Jennifer

Sent: Tuesday, August 17, 2004 5:12 PM

To: GRP-APS Customer Advisory Group

Cc: GRP-Accounting & Purchasing Services

Subject: Authorization for Professional Services Form - UPDATED

Good Afternoon:

Several of your departments utilize U. T. Austin's "Authorization for Professional Services" form when low-dollar services are rendered by an employee or an independent contractor.

There has been a change to the form. Please make sure to inform employees in your department that are responsible for preparing these forms to use the links below to obtain the form (these are links to U. T. Austin's web page). It is important to note that the Authorization for Professional Services form is actually two pages. The first link below is page 1 the second link is page 2.

<http://www.utexas.edu/provost/policies/aps/APS.pdf>

<http://www.utexas.edu/provost/policies/aps/eiccc.pdf>

The form no longer requests the individual's SSN. The form now asks for a UT EID instead of the SSN. For employees being paid through this form you do not need to get a SSN in addition to the UT EID. If the person is not an employee, you need to give them an IRS W-9 form to request their SSN or Employer Identification Number (see link below). APS will not scan the W-9 form into FileNet.

<http://www.irs.gov/pub/irs-fill/fw9.pdf>

Let me know if you have questions.

Thank you!

Jenny

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