

PROFESSIONAL SERVICES CHECKLIST

Forms required and Process

Professional services under 2,500

- Short form
- Vendor W-9 form
- Professional Services Contract (optional)
- Send the completed form listed above to Catherine Silva at silvac@tcnj.edu, once approved, she will return the forms to you
- Enter a Requisition in Oracle Cloud
- Attach signed forms to the Requisition in Oracle Cloud
- Once the services are provided, receive the Purchase Order in Oracle Cloud. Scan and email the invoice to apinvoice@tcnj.edu. Include the Purchase Order Number, Line/Amount, your name and email on the invoice
- Reminder **all** Grant goods or services purchases require Documented Business Purpose. Please use the description section to indicate the DBP (See Documented Business Purpose form for explanation of requirement).

Professional services \$2,500 and up to \$6,880

- Contract Routing form
- Professional Services Contract
- Independent Contractor Request form
- Sole Source Waiver
- Vendor W-9 form
- Vendor NJ Business Registration Certificate if contract is over \$5,160
- Send the completed form listed above to Anup Kapur at kapura@tcnj.edu, once approved, he will return the forms to you
- Enter a Requisition in Oracle Cloud
- Attach signed forms listed above to the Requisition in Oracle Cloud
- Once the services are provided, receive the Purchase Order in Oracle Cloud. Scan and email the invoice to apinvoice@tcnj.edu. Include the Purchase Order Number on the invoice

Reminder **all** Grant goods or services purchases require Documented Business Purpose. Please use the description section to indicate the DBP (See Documented Business Purpose form for explanation of requirement).

Professional services \$6,880 and up

Please contact the Purchasing Department for guidance.