

## 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](mailto: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](mailto: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](mailto: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](mailto: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.