

**PROFESSIONAL SERVICES CHECKLIST**  
**Forms Required and Process**

**Professional services under \$2,500**

- Short form (with departmental approvals)
- Vendor W-9 form
- Professional Services Contract (optional)
- Send the completed forms 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 forms 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.