

Professional Services Checklist Forms & Required Process

Professional Services under \$2,500

*All contracts must be processed through iContracts (<https://ucm.icontracts.com/>)

- ICR Short Form (for Independent consultants/individuals)
- Professional Services Contract (Company/Firm/Organization, not required for independent consultants)
- Vendor W-9 form
- Appropriate approval routing will be dictated by iContracts' workflows
- Enter a Requisition in Oracle Cloud
- Attach signed forms and contracts to the Requisition in Oracle Cloud

Once the Services are provided:

- Receive the Purchase Order in Oracle Cloud ([job aid](#))
- Email the invoice to apinvoice@tcnj.edu. Include: Purchase Order #, Line# & Amount received, your Name & date of receipt.
- 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 \$17,500

*All contracts must be processed through iContracts (<https://ucm.icontracts.com/>)

- ICR Long Form (for Independent consultants)
- Professional Services Contract (required for all contract types)
- Sole Source waiver (if applicable)
- Vendor W-9 form
- Vendor NJ Business Registration Certificate (contracts over \$16,635)
- Enter a Requisition in Oracle Cloud
- Attach signed forms and contracts to the Requisition in Oracle Cloud

Once the Services are provided:

- Receive the Purchase Order in Oracle Cloud ([job aid](#))
- Email the invoice to apinvoice@tcnj.edu. Include: Purchase Order #, Line# & Amount received, your Name & date of receipt.
- 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 over \$17,500

- Please contact the Purchasing Department for guidance.