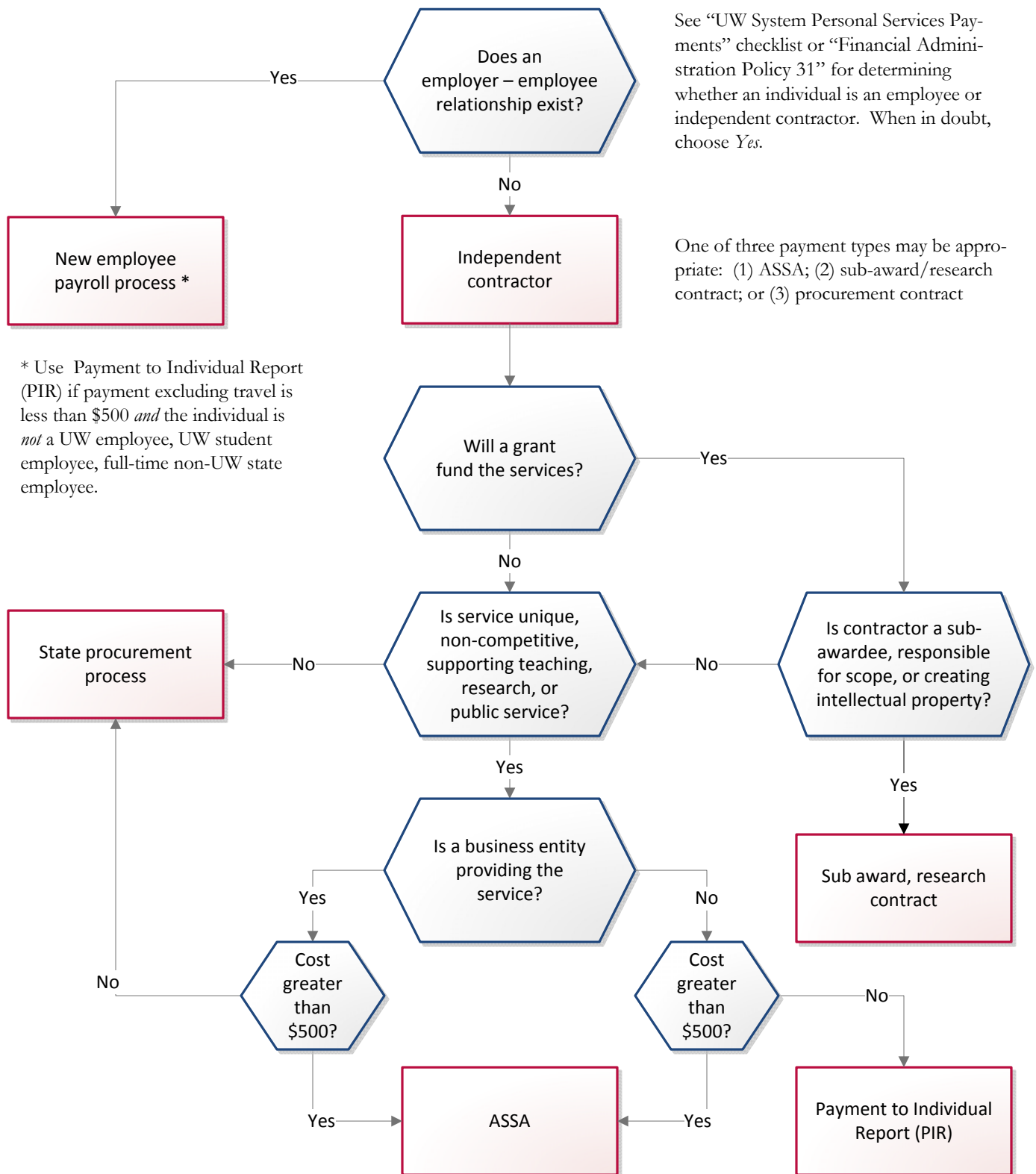


Academic Services Support Agreements

Determining purchasing authority when contracting for services in support of the University of Wisconsin's instruction, research, and public service mission



See “UW System Personal Services Payments” checklist or “Financial Administration Policy 31” for determining whether an individual is an employee or independent contractor. When in doubt, choose *Yes*.

One of three payment types may be appropriate: (1) ASSA; (2) sub-award/research contract; or (3) procurement contract

* Use Payment to Individual Report (PIR) if payment excluding travel is less than \$500 *and* the individual is *not* a UW employee, UW student employee, full-time non-UW state employee.

