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.

Adapted from UW-Milwaukee Office of Legal Affairs, “UWM Payments For Services Flowchart,” 2 Feb 2010.
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