

# Financial Services

## FACT SHEET

Procurement of goods and services require compliance with various laws and University policies. Please call our office prior to entering into any procurement agreements/contracts. General guidance is provided below.

### Professional Services Agreements (PSAs)

- The University uses PSAs for contracting services that do not require a formal **RFP** or **competitive bid**
- PSAs should receive University approval **PRIOR** to vendor approval and acceptance
- PSAs should be fully signed **PRIOR** to any work being done
- Vendors must register prior to work being done

Please upload PSA for review to:

<https://app.smartsheet.com/b/form/2eb325b1dbd541ab93d85373652914b2>