CNC Procedures for Contract for Professional Services

Duties and Contacts

- **Contract Administrator:** Person who has the most direct knowledge of the contract. Responsible for collecting all completed forms and forwarding to Preparer.

- **Preparer:** Person assigned to your area in department who has had Create Requisitions training.

- **Voucher Specialist:** Pays invoices for QCPS, PCPS, and CPS.
  - Meghan Jereczek  jerec003@umn.edu  612-624-7942
  - Nick Hooks  hook0031@umn.edu  612-626-3540

- **Requisition Specialist:** Pays Honorarium/Lecture Fee and Travel Expense Reimbursements greater than $3,000.
  - Abby Doepke  doekp010@umn.edu  612-625-5633

- **Procurement Specialist:** Prints contracts and obtains vendor and University signatures.
  - Lisa Rimmington  koren003@umn.edu  612-626-3020

Routing Documents

- **VCPS (paid from invoice):**
  - After Vendor ID is set-up and open for ordering, Contract Administrator forwards to Preparer:
    - Invoice - signed, dated, and approved with ChartString label, justification, and contact information included.
    - Statement of Work, PSIS, and if sponsored, Data Collection Sheet.
  - Preparer enters into PeopleSoft and attaches a PDF of invoice and retains original for 90 days. Invoice is paid upon approval.

- **QCPS, PCPS, and CPS (paid from contract):**
  - After Vendor ID is set-up and open for ordering, Contract Administrator forwards to Preparer:
    - Justification, Statement of Work, PSIS, and if sponsored, Data Collection Sheet.
  - The vendor will receive a copy of the contract with the PO ID indicated. This number MUST be included on all invoices.
  - Once invoice is received, imaged and submitted for payment by Cluster, a Match Exception email is sent to Preparer.
  - Preparer prints out a copy of the invoice from Image Now for faculty to review and approve. After invoice is approved, preparer receives in PeopleSoft, completing the three-way match, and invoice is resubmitted for approval and payment.