TO: Faculty and Staff  
FROM: Steve White  
DATE: February 16, 2011  
SUBJECT: ICD’s for Professional Services

The Office of Purchasing will require assistance from departments that are requesting payment of services for additional information to process payments. This would include services that are to be paid from funds deposited into state treasury accounts, including RU, GU, grant and research funds. The services provided may be described as “consulting services”, “professional services”, “speaker fees”, “instructor fees”, or “honorarium”.

1. For purposes of this policy, a “contract” is any agreement or promise which purports to obligate the University to perform some responsibility or to take some specific action(s).

2. All University contracts must be in writing and must be in the name of Wichita State University. Colleges, individual schools, divisions and departments shall not enter into contracts.

3. The President, the Provost and Vice President for Academic Affairs and Research, and the Vice President for Administration and Finance are the only individuals authorized to contractually bind the University by the execution of a contract. The President, the Vice President for Administration and Finance, and the Provost and Vice President for Academic Affairs and Research may further delegate authority to execute contracts (and thereby legally commit) on behalf of the University with consideration given to the type of contract and the amount of revenue and expenses involved.

4. All contracts or contract forms involving an expenditure of funds, either by or to the University, in an amount of $2,500 or more, must be approved by the University’s General Counsel prior to execution on behalf of the University.

Beginning with the fiscal year 2012 (July 1, 2011) the Office of Purchasing will require submission of the written contract which supports the request for payment on all projects in the amount of $1,000 or greater. All ICD’s that are submitted without the required contract will be returned to the department so they may resubmit the payment request with the appropriate details.

Additional information on Contracting may be found in Section 1.04 of the WSU Policies and Procedures Manual, Execution of Contracts or by calling the Office of Purchasing.