**Administration Division**

**Louisiana Board of Regents**

Administrative Procedures

AP – 1.4

Effective Date: 3/30/04

Updated: 7/1/2020

**SUBJECT**

Payment Procedures for Consulting, Personal, Professional or Social Services (PPCS) Contracts

**DEFINITIONS**

1. Individual Authorized to Sign Contracts for the Board of Regents is the Commissioner of Higher Education. However, the Associate Commissioner for Finance and Administration has been given delegation of authority by the Commissioner of Higher Education to sign contracts on behalf of the Board of Regents. All contracts should be forwarded to the Associate Commissioner for Finance and Administration for signature.
2. Consulting Services means possessing specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services.
3. Personal Services means work rendered by individuals which require use of creative or artistic skills.
4. Professional Services means work rendered by an independent contractor who has a professional knowledge of some department of learning or science used. For contracts with a total amount of $50,000 or more, the definition of “professional services” shall be limited to lawyers, doctors, dentists, psychologists, certified

advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the OCR.

1. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.
2. Initiating Division means a division within the Board of Regents responsible for initiating the contracts under their authority, and ensuring division compliance with all applicable policies and procedures pursuant to said contracts.
3. Administration Division means the division of the Board of Regents responsible for the internal operations of the Board.
4. Signature-Signature means a manual or electronic signature. Electronic signature means an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. For contracts/agreements, the Board of Regents accepts electronic signatures interchangeably and consistently with how it accepts traditional ink signatures.

**GENERAL POLICY**

All grant or contract payments must be initiated and approved by the division of the Board of Regents that initiated the contract. The Fiscal Administrator, and the Commissioner of Higher Education or Designee must also review and approve the payment before it leaves the Board of Regents’ premises to be paid by the Louisiana Office of Student Financial Assistance (LOSFA)

**PROCEDURE**

1. The initiating division should submit the original invoice (if applicable), a copy of the payment page of the contract, the BA-22, and the updated contract status form to the Fiscal Administrator for payment. Division Head’s initials should be provided on the copy of the payment page, the invoice (if applicable), and the contract status form with regards to the respective payment being processed.
2. The Fiscal Administrator will review the payment package for the signature of all appropriate parties (Contractor, Division Head, etc), and for the payment to be justified in accordance with the terms of the contract.
3. The Fiscal Administrator will then enter the contract payment date and amount into the Board of Regents Central Contract Database and approve the payment by initialing and dating the contract status form.
4. The Fiscal Administrator then submits the payment package to the Deputy Commissioner for Finance and Administration, or Designee for his/her approval of payment as evidenced by his/her initials on the contract status form, the invoice and/or the contract payment page.
5. Upon approval by the Deputy Commissioner for Finance and Administration, or Designee, the payment package is forwarded to the appropriate person in the Administration Division for the preparation of the Check Requisition Form 125.
6. The payment package, along with all the supporting forms, is then returned to the initiating division. At this time, the initiating division will:
   1. Submit the original form 125, the original invoice with original initials signifying payment approval, and a copy of the contract payment page with original initials to Liz Jones of the Louisiana Office of Student Financial Assistance (LOSFA).
   2. Make copies of the form 125, the invoice, and the payment page and submit these copies to the Administration Division staff responsible for the budget associated with the payment.
   3. Keep the executed contract, the original BA-22 and the contract status form. Copies should be made of the form W-9, invoices, and the form 125 for Division’s files.