
**Administration Division
Louisiana Board of Regents**

Administrative Policy & Procedure

AP – 1.4

Effective Date: 3/30/04

Updated: 8/20/07

SUBJECT

Grants and Contracts – Payment Procedures for Consulting, Personal, Professional or Social Services Contracts

PURPOSE

To establish the proper routing and documentation needed for all payments of grants and contracts defined herein, submitted by staff requesting external support.

DEFINITIONS

1. External Support is any form of aid provided by an individual, group, or organization, either private or public, not affiliated with the Board of Regents.
2. Individual Authorized to Sign for the Board of Regents is the Commissioner of Higher Education or the Deputy Commissioner of Administration of the Board of Regents in his/her absence. (No other person is authorized to sign for the Board of Regents unless written permission is given by the persons named above.)
3. 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.
4. Personal Services means work rendered by individuals which require use of creative or artistic skills.
5. 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.
6. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.
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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 Finance Specialist, the Commissioner of Higher Education or the Deputy Commissioner for Finance and Administration of the Board of Regents must also review and approve the payment before it leaves the Board of Regents' premises to be paid by the Division of Administration Office of Finance and Support Services.

AUTHORITY

This document is issued in accordance with the Memorandum written by Wendy C. Simoneaux, dated November 4, 1999, to all contract handlers entitled "Procedure Revisions", and another Memorandum written by Wendy C. Simoneaux, dated July 3, 2002 entitled "[Non LEQSF Contracts and Amendments](#)", as well as guidance from the Division of Administration Office of Contractual Review and the Division of Administration Office of Finance and Support Services.

PROCEDURE

1. Each division should submit the original invoice (if applicable), a copy of the payment page of the contract, the BA-22, and the updated professional service contract status form to the Administration Division 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 Administration Division will review the payment package for the signature of all appropriate parties (contractor, Division head, Deputy Commissioner), and for the payment to be justified in accordance with the terms of the contract.
3. The Administration Division 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 payment package is then submitted to the Deputy Commissioner of Administration 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 of Administration, 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 respective division. At this time, each division will:
 - a. 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 the Division of Administration Office of Finance and Support Services.
 - b. Make copies of the form 125, the invoice, and the payment page and submit these copies to the Administration Division.
 - c. Keep the contract with original signatures, 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.