

Services

Legal Services Provided by Outside Attorneys

Legal services provided by outside attorneys must be handled through the UNT System Office of General Counsel due to requirements of the Office of the Attorney General (OAG). Please contact the UNT System **Office of General Counsel** regarding these services.

Speakers, Performers, Judges, Officials

Speakers, Performers, Judges and Officials are considered Independent Contractors and do not require an **Independent Contractor or Employee Form** to be completed. However, should any have a **prior employment history** with UNT System; they must be paid through the Payroll Office and not on a requisition. Departments should confirm employment history for the last 12 months before creating a requisition.

While a speaker contract is not a UNT System requirement, Procurement Services can provide a sample agreement that was drafted by UNT System General Counsel. The agreement ensures the terms agreed to between the speaker and the department. Though this agreement is not required, if used, appropriate signature authority must be obtained.

Departments should **confirm the nationality of the individual before inviting them to participate**. See **Foreign Vendors** and contact the **UNT System Tax Accountant**. Payment for services and payments on behalf of foreign vendors, including travel expenses, may be subject to IRS withholding, or may not be allowed, due to terms of the individual's visa status.

When departments elect to pay travel expenses, prudence should be practiced by setting limitations prior to commitment. It is recommended that travel expenses be paid by the individual, who can then be reimbursed, but departments can elect to pay third party vendors such as airfare and lodging directly. Travel expenses for non-employees and non-UNT System students should be processed on a requisition, not a travel voucher.

If reimbursing the traveler, it's recommended that the reimbursement occur after the trip is taken. If reimbursing before the trip, the department should state on the requisition that they are accepting the risk of loss.

Regardless, IRS withholding may still apply and it will be the department's responsibility to see those services delivered to the individual.

Each requisition should contain:

- The name of the person or group.
- Confirmation the individual is a US Citizen (if not, see **Foreign Vendors** for processing requirements).
- Confirmation the individual is exempt from **Independent Contractor or Employee Form**, (if not, see **Independent Contractors** for processing requirements).
- Confirmation the individual is not a prior employee (if prior employee of UNT System within the last 12 months, vendor must be paid through the Payroll Office and not on a requisition). For questions, contact the **UNT System Tax Accountant**.
- The date and location of event.
- The benefit of the event to the UNT System.

Requisitions for travel expenses including airfare or lodging must contain all the above, and also include:

- The third party vendor contact person, phone and fax number and/or email address.
- Electronically attached flight itinerary showing amount for rush payment. If airfare, state contracted rates are not allowable, but departments may use a travel agency.
- Date of travel or expected stay and a confirmation number if available.

Checks for Speakers, Performers, Judges and Officials will be mailed or transferred electronically (EFT) within 30 days after services are performed. The requisition must include the date the services are performed.