

EDINBORO UNIVERSITY OF PENNSYLVANIA

HIRING OF CONSULTANTS-Policy No. B002

Supersedes Policy B002, Dated 9/3/87, and 1/12/93

Recommended for Approved By Robert C. Weber, Interim Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President January 22, 1996

Review Date: As Required

INTENT

The intent of this policy is to specify conditions and procedures for the hiring of consultants.

POLICY

An individual who is not an employee as defined by applicable federal or state laws, rules and regulations, or collective bargaining agreements may be hired as a consultant.

PROCEDURE

When it is appropriate for university personnel to hire a consultant, a specific contract form entitled "Service Purchase Contract" (SPC) must be prepared by the person requesting the consultant in advance of the time the individual is to furnish his/her services.

A request for a consultant is made by completing an Expenditure Request form noting all the particulars of the assignment, including the time period covered. The actual SPC form is prepared by the Purchasing Office from the Expenditure Request information.

University personnel who intend to engage consultants for more than \$1,500 must process the Expenditure Request well in advance of the dates of employment in order to secure the required approval of the Commonwealth Attorney General's Office. Final approval of contract over \$1,500 may take as long as one month after a completed Expenditure Request is received in the Office of the Vice President for Financial Operations and Administration.