



TEXAS

The University of Texas at Austin
Steve Hicks School of Social Work

PURCHASE ORDER REQUEST FORM

STANDARD TURN AROUND TIME: 3-5 BUSINESS DAYS

Purchase orders must be issued **PRIOR** to the shipment of a product or the delivery of a service to be compliant with university policy and procedures. Keep in mind POs are only issued by fiscal year. If your request crosses the fiscal year, a new order should be submitted upon the start of the new fiscal year.

If PO is for independent contractor, please confirm name which payment will be issued to (ex: Joe Smith or Joe Smith & Sons LLC).

Vendor Details			
Vendor Name			
Address			
Phone Number		Email	

Is EID known? YES Enter EID: _____

NO

If business, please include W-9. If individual, please inform them to be on the lookout for a DocuSign Payee Info Form to complete. PO cannot be created until EID exist.

Service Details			
Description of Services			
Service Start Date		Service End Date	
Payment Details			
Travel Details			

Account & Requestor Details			
Pay from Account		PI on Account	
Requestor Details	Name	Phone	Email

If the PO is for a Speaker with a speaking engagement that will occur **virtually** and recorded for later replay, will the replay be for:

Recording for purposes of internal replay only.

Recording for any future purpose.

If speaker will be performing in person and speech will be recorded, a Speaker Agreement will need to be submitted through the Business Contracts Office.

ADDITIONAL QUESTIONS:

For all Independent Contractors, an Employee / Independent Contractor Classification Checklist (EICCC) is required.

Please answer the following questions to help us determine if they are to be treated as an employee or independent contractor. You may have to work with the individual to answer these questions.

- | | | |
|---|-----|----|
| a. Is the individual a US citizen or US Permanent Legal Resident? | YES | NO |
| b. Did they retire as a TRS retiree in the last 12 months? | YES | NO |
| c. Has an offer of employment at UT been extended?
<i>(the work you are hiring them for does not count)</i> | YES | NO |
| d. Is the individual a student? | YES | NO |
| e. Does the person currently work for UT Austin? | YES | NO |
| f. Has the person worked for UT in the past 12 months? | YES | NO |
| g. Is this person an employee of another state of Texas institution or agency?
<i>(If YES, signature from Independent Contractor's Agency Head indicating this work for UT Austin is approved will be required on an EICCC Checklist.)</i> | YES | NO |

PURCHASE ORDER REQUEST FORM INSTRUCTIONS

Vendor Details: Use name that the payment will be issued to. For example, if Joe Smith provides consultant work under his LLC, Joe Smith & Consultants, then the Vendor Details should reflect the LLC information.

Service Details: Describe the service or good you are to obtain in as much detail as possible. Keep in mind the payment details should correlate with the service/good provided. Make sure to indicate if we are to pay hourly, deliverable based, flat rate, or other.

If we will pay for travel, please indicate if you will submit an RTA for traveler.

Start and End date cannot go past the fiscal year or account end date, whichever comes first.

Account Details: List account to be used on PO. You may list a full account number or refer to it by the short name used with your business official.

Requestor Details: List your information. This will be needed to contact you with any questions regarding the PO request.

Purchase Orders are governed by the university's standard [Terms & Conditions](#).