APS/PBS Guidelines

**General**
- The most recent version of the APS form must be used.
- The Dean’s Office does not accept forms with cross-outs or handwritten notes, except for brief notes to clarify types of travel expenses.
- To revise an APS agreement, submit an entirely new APS agreement, with no cross-outs or handwritten notes, to replace the old one. Clearly mark it as "revised" or "updated."
- Unit staff are responsible for PIFs and EICCCs.

**Vendor**
- Verify the vendor’s EID.
- Verify the vendor’s employment status; if the vendor is appointed during the APS service dates, the supervisor must sign.
- For blanket APS agreements, the number of vendors must be listed in the “Name” field and the unit should provide a list of vendors, if available.

**Description of Services**
- It must be clear what is expected from the vendor in order to get paid.
- Services should be low-risk; unique; and one-time, short-term, or sporadic.
- An APS/PBS cannot be used for IT-related services. Exceptions will be made on a case-by-case basis if the vendor is a UT Austin employee or student and has completed the Acceptable Use Policy (AUP).
- A business contract is required for photography and videography services.
- A business contract may be required if the work results in work product or intellectual property (IP).
- An assignment may be required if more than 80 hours are worked.
- If the service dates span more than two weeks, the description of services must include an estimate of the number of hours to be worked.

**Qualifications**
- Qualifications must relate to the services being performed.

**Employment Status**
- One box must be checked in the “Employment Status” section, unless the APS is for travel only.
- If the vendor is an “Other State of Texas Institution or Agency Employee,” unit staff must obtain the signature of the employee’s chair or director. Obtain the signature in the “UT Austin Employee” section; be sure to cross out “UT Austin Employee.”
- If the vendor is a UT Austin employee, unit staff must obtain the signature of the employee’s chair or director.
- If the vendor is an employee of another UT System institution, the Provost’s Office will obtain the appropriate signature from that institution.

**Payment**
- Double-check all math.
- Payment terms must be absolutely clear.
- Daily and hourly rates should be reasonable and aligned with rates typically paid by the College. Very high stipends will be submitted to the Senior Associate Dean for review.
- No vendor may be paid more than $25,000 via APS/PBS agreements in one fiscal year. Exceptions must be approved in writing by the Provost's Office.
- Full-time UT Austin employees may not be paid via APS/PBS from state funds.
- A business contract may be required if there is a complicated payment schedule.
- Blanket APS agreements must include a grand total of all proposed payments.

**Period of Appointment**
- Service dates must not cross fiscal years. The only exception is a travel-only APS, which may span fiscal years if the start date and end date of the trip occur in different fiscal years.
- Service dates should be narrowed as much as possible.
- Total hours worked should be 80 or fewer; for sporadic work, the hours can be spread out over several months as needed.

**Signatures/Certification**
- “Approvals” must be signed by the appropriate chair, center director, or Associate Dean.
- “Grant or Contract Certification” must be signed by the Principal Investigator (PI) or co-PI.
- The PI must also check either “named” or “approved” and mark whether or not the award
is federally funded.

- If the APS is for an employee of another UT System Institution, the Dean's Office will work with the Provost's Office to obtain that institution's President/Agency Head's signature.

Non-Employee Travel Reimbursement Statement of Intent

- If the vendor will be reimbursed for travel, one of the boxes must be checked.