• **APS/PBS form has been eliminated** for this use. (APS/PBS forms used to pay current university employees will continue to be accepted until Nov. 1, 2018).
• **Services will require a purchase order (PO) or business contract** (unless exempted from procurement justification process)
• **Non-employee/IC payment process must adhere to current Purchasing and Contract policies**

A new web page, [https://purchasing.utexas.edu/independentcontractor](https://purchasing.utexas.edu/independentcontractor), provides additional guidance about these new processes, including frequently asked questions that address various scenarios. If you have any questions, email: purchasing@austin.utexas.edu