• 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, 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