

## **Responsibilities Related to the Payment for Services**

### **Unit Responsibilities**

- Work through the Paying for Services flowchart to determine the appropriate payment method or contract method
- Submit completed service provider questionnaire and evaluation worksheet, if directed in flowchart
- Determine the terms of the agreement with the service provider, such as the scope of work or deliverables, acceptance criteria, identification of who will provide the services, etc.
- Send contract to service provider for review, signature and return to unit for completion
- Review, date, initial or sign the contract as required for the department on the Cornell agreement. Do not sign a vendor or service provider's contract.
- Provide required information (as described above) with the I Want Doc or form required by your BSC

### **Business Service Center (BSC):**

- Understand and communicate policies to faculty, staff, and service providers
- Verify that the service provider evaluation has been performed (where one must be performed, based on the information provided in [section 700](#)) and documented by the unit, prior to requesting payment to the service provider
- Verify that all conflict of interest and conflict of commitment issues have been resolved and documented by the unit
- Ensure that independent contractors meet the university insurance requirements or complete Risk Management's waiver process
- Ensure that contracts are properly executed prior to the performance of services
- Attach the following to the requisition: [Service Provider Questionnaire](#), [Service Provider Evaluation Worksheet](#), and [contract](#) (*Independent Contractor/Consultant Agreement form or Performer or specific Service Provider contract*) to Procurement Services when requesting the purchase order
- Ensure that the procurement of services is undertaken in compliance with the policy and procedures outlined in this manual

### **Procurement and Payment Services:**

- Request, review, and maintain Certificates of Insurance for service providers as appropriate
- Update KFS vendor record with certificate of insurance as appropriate
- Receive IRS forms, supplier information forms (via manual or automated process) and proof of insurance from vendors

### **Tax Office in the Division of Financial Affairs:**

- Provide guidance to units on IRS issues and interpretations

### **Risk Management and Insurance:**

- Negotiate any exceptions to the minimum necessary insurance coverage for independent contractors