

PROFESSIONAL SERVICES CHECKLIST

Forms & Required Process

Whenever the College enters into a financial obligation (“Contract”), it is crucial to protect its interests and mitigate risks. **Departments contracting with individual contractors must complete an ICR form, while agreements with firms and organizations require a formal contract.** Regardless of the amount, all contracts must be reviewed by the Purchasing Department and signed in accordance with the Delegation of Authority established by the General Counsel’s Office and approved by the Cabinet.

To ensure compliance and proper oversight, all contracts must be processed through **iContracts** following the workflows defined by the Procurement Department.

INDEPENDENT CONTRACTOR (INDIVIDUALS-SS# on W-9)

Professional Services Under \$5,000 checklist:

- ICR Short Form
- Supplier W-9
- Professional Services Contract (optional)

Professional Services over \$5,000 checklist:

- ICR Long Form
- Supplier W-9
- Professional Services Contract (required)
- Sole Source Waiver
- Supplier NJ Business Registration Certificate (required if over \$16,635)

PROFESSIONAL SERVICES (FIRMS/ORGANIZATIONS-EIN on W-9)

Checklist:

- Professional Services Contract (required)
- Sole Source Waiver
- Board Waiver (if contract exceeds \$110,900 over the term)
- Supplier W-9
- Supplier NJ Business Registration Certificate (required if over \$16,635)

Process:

- Create Contract in iContract, ([see Job Aid for guidance](#)), upload checklist items
- Contract goes through approval workflows
- Once the contract is approved and signed, enter a Requisition in Oracle Cloud
- Attach signed contract to the Requisition in Oracle Cloud
- After services are received, receive the Purchase Order in Oracle Cloud
- Email the invoice to apinvoice@tcnj.edu. Include: Purchase Order #, Line# & Amount received, your Name & date of receipt.