Determining which transaction must be used to purchase a professional service. Supporting documentation must be completed and associated to the transaction. Use the grid below to determine what documentation is required.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Use this EFS transaction</th>
<th>Statement of Work (UM 1697)</th>
<th>(PSIS) Professional Services Information Sheet (UM 1669)</th>
<th>Performance Contract (OGC-SC514)</th>
<th>Supplier Invoice OR Check Request Form (UM 1659)</th>
<th>Nonresident Alien Data Collection Worksheet (UM 1817)</th>
<th>Department Request for Exception to Regents Purchasing Policy (UM 1721)</th>
</tr>
</thead>
</table>
| Non PO voucher (less than $3,000) | Voucher (no Requisition) | Required* | Required if paying with sponsored funds.  
Link to voucher via Perceptive Content. | N/A | Required.  
Link to voucher via Perceptive Content. | Required when paying foreign national suppliers.  
Link to voucher via Perceptive Content. | N/A |
| Quick Contract for Professional Services (QCPS): $0-$49,999.99 | Requisition | Required | Required on all sponsored contracts;  
Required on non-sponsored contracts $3,000+. | N/A | Required with payment (contract must be issued before the payment). | Required when paying foreign national suppliers. | N/A |
| Contract for Professional Services (CPS): $50,000+ | Requisition | Required | Required | N/A | Required with payment (contract must be issued before the payment). | Required when paying foreign national suppliers. | Required if there is a legitimate request to not pursue the competitive Request for Proposal (RFP) process. |
| Performance Contract (any dollar amount) | Requisition | Required | Required on all sponsored contracts;  
Required on non-sponsored contracts $3,000+. | Required. This is the actual contract and must be attached to the requisition. | Required with payment (contract must be issued before the payment). | Required when paying foreign national suppliers. | Required if $50,000+ and there is a legitimate request to not pursue the competitive Request for Proposal (RFP) process. |

* Per the Purchasing a Professional Service policy, a statement of work is required for all professional services. For non-PO vouchers less than $3,000 the statement of work can simply be written in the voucher’s justification comments. The justification must state the date(s) of service and a summary of the work that was performed. For example, “Dr. Jones presented her latest research findings on calf and heifer nutrition as the keynote speaker at the MN Milk Producers’ conference hosted by our department at the Kelly Inn in St. Cloud on 01/05/17.” Otherwise for more complex services, the statement of work may be linked to the voucher as a Word document or PDF.