

PERSONAL SERVICES CONTRACT (PSC)
DEPARTMENT CHECKLIST

Vendor: _____

Department Check

Review process by checking boxes on each item:

1. Confirm that proper form is used and Affiliated Corporation box is checked
2. First Party: section should be UofL Research Foundation,
UofL Athletic Association, or University of Louisville
3. Check for required Proof of Necessity (P.O.N.) form if a State contract
4. Speed Type: Check to make sure Speedtype is entered
5. Social Security # or fein#: Check to make sure entered
6. Description of Services: make sure description is clear and concise
7. Verify there is a Dollar Amount: "not to exceed" space
8. Method of Payment: Clearly defined detailed schedule of payment
9. Other Expenses: Should be listed if other expenses are used
10. Start Date: Start date cannot be pre-dated
11. End Date: End date on State PSC's cannot exceed current biennium period
12. 2nd Party Signature: Must be signed-must be Original
13. "Recommended by"/Department Head Signature: Must be signed-must be original
14. Evidence of proposals (detailed summary of proposals, prices and determination of how contractor was selected) or approved justification for single source is attached. Documentation must include one or the other to be processed
15. Verify that Conflict of Interest document has been signed
16. On PSC's that are charged to a sponsored project, obtain signatures of P.I.
17. On PSC's whereby health-protected information is to be dealt with, contact the University Privacy Officer and execute a Business Associate Agreement (BAA), if necessary. A copy of BAA is to be sent with the PSC form
18. On PSC's that will utilize State Funds, out of state suppliers are required to register with the Secretary of State. If applicable, confirm that supplier is registered by checking [KY Secretary of State Business Search](#). If they are not registered or in good standing, request that supplier register.