Chapter 2 Interchanges and Contracts

2.03 Contracts for Personal Services

1. Appropriate Circumstances
   Whenever practical, work should be performed by state employees. However, situations arise which require the University to contract for personal services.
   a. Contracting for services may be appropriate when the required work exceeds the capabilities of University staff or can be done more effectively by non-University personnel.
   • A contract for personal services is appropriate only when an employment relationship does not exist. See Financial Policy and Procedures Paper (FPPP) #31 to determine whether an employment relationship exists.

2. Written Contract Requirements
   When it becomes necessary to contract with individuals or firms to provide special expertise on a short-term consultant or service basis, a written contract is required. For guidance on preparing a contract of this type, contact the appropriate Dean/Director’s office or the UW Purchasing Department.

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