

## 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 \(FPP\) #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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