**Sub Contracts – Outgoing**

This document will cover the steps a project director (Pi) needs to take regarding sending funds to a sub awardee.

Pi will need to complete “Professional services form” and email it to the sub awardee contact person.

The contact person will also need to send the Pi a completed W9 form.

After the Pi receives the signed forms (W9 and Professional service form), He or she will need to do the following:

* Complete the contract routing form
* Send the completed forms to Ms. Cordia McCuthcheon, Assistant to Provost.

The required forms are the TSU Budget form, award from funding agency, professional services form, Contract Routing form, and W9 form.

* The legal office will email the Pi and contract monitor the approved contract (e.g. executed contract). Basically, the signed contract routing form with VP level approval and other supporting documents.
* As a courtesy, Pi will send the contact person a copy of the approved contract.
* Pi or admin will submit a requisition into Sciquest with approved contract and other supporting documents to create Purchase Order (PO). **A PO must be created to pay contractor.**
* Accounts Payable will send funds to sub awardee upon completion of service and submission of invoice from contractor.

**Note:** For Budget purposes, Outgoing Funds to sub awardees are placed in Operating (74000).

For example, if sub awardee needs salary, benefits and travel, that should be placed in operating.

Sub awardees are treated like contractors. We do not pay contractors from our payroll.

**Note:** Some agencies prefer to use their own contract forms instead of the Professional service form.

You can use the other University or agency form.

**Note**: It can take up to 45 days for a contract to be approved.