



Purchases for Services Justification Form (≥ \$5,000)

You should only complete this form if:

- Services were assessed through the Research and Sponsored Programs (RSP) [Service Contracting Wizard](#) and
- Assessment results said a Purchasing Services review is required

Submit a requisition and include completed versions of this form and the [Contract Details form](#). The Contract Details form must be approved by your Dean or Divisional Officer.

See [UW-3067](#) and [UW-3069](#) for general information regarding this form and purchases for services.

This form is NOT applicable for the following:	
<ul style="list-style-type: none"> • Conference/Meeting Hotel hosting services • Contract exists (UW, UW System, or DOA) • Employee interchange • Internal services done by another UW department or state agency • IT services 	<ul style="list-style-type: none"> • Maintenance for equipment • Newspaper advertising services • Regrant • Software license agreement • Speaker or Entertainer • Sub-Award

COMPLETE ALL SECTIONS BELOW

<p>1. Classification of Services:</p> <p>Are services to be provided “research services” and affiliated with the University’s research mission? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Engineering services? <input type="checkbox"/> Medical research?</p> <p><input type="checkbox"/> Scientific research? <input type="checkbox"/> Other type of research services? (describe briefly)</p> <p>If Yes, provide the research project title and how the services relate to the research project.</p> <p>Are services to be provided “instructional services”? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate the type of course <input type="checkbox"/> For Credit <input type="checkbox"/> Non-Credit</p> <p>If the course is for credit, review UW-1020 Approval of Contractual Arrangements for the Delivery of Credit Instruction.</p> <p>If yes, provide course name, name of primary instructor/s, program area, and audience.</p> <p>Are services “consulting services” not related to research or instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide a brief description.</p> <p>Other, provide a brief description.</p>
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2. Vendor Recommendation:

Can services be performed by more than one provider? **Yes** **No**

If **Yes**, competition is required by Purchasing Services.

If **No**, please complete the [Non-Competitive Purchase Request Form](#).

Is provider an individual? **Yes** **No**

Is provider a former/current University employee? **Yes** **No**

If the provider is an individual and/or a former University employee, please consult with your local HR staff to determine if this person should be hired as an employee to perform these services. Provide the name and phone number of the HR representative you spoke to:

HR Representative Name:

HR Representative Phone Number:

Determination:

Should the individual be hired as an employee to perform these services? **Yes** **No***

***Please provide in the box below the analyses done by Human Resources in making this determination.**

If the Determination is No, please review [System Administration Policy 236](#) (Utilization of Independent Contractors) and complete and attach the [Employer/Independent Contractor Determination Questionnaire](#).

If Yes and provider is a former/current employee, include detailed information regarding the former appointment, title, etc.

3. Status of Services:

Have the services started? **Yes** **No**

If **Yes**, see [UW-3045 Illegal Purchases Policy](#). When submitting this form, please attach response addressing section 2 A-D.

Have you discussed this service with a Purchasing Services Agent? **Yes** **No**

If **Yes**, who?

4. Length of Services: (indicate number of months, years, etc.)

5. Funding Source:

Are [sponsored funds](#) paying for this service? **Yes** **No**

If **Yes**, complete and attach [Sub-Award Determination Questionnaire](#).



6. Transaction:

Does this transaction relate to an existing or previous Service Agreement or Academic Support Services Agreement?

Yes No

If Yes, include agreement #, title, and/or copy of agreement, ASSA # or previous PO#

7. Signatures:

Requestor or Principal Investigator

Name	Signature	Date
Phone Number	Requisition Number	

Department Chair

Name	Signature	Date
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Dean or Director

Name	Signature	Date
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Referenced links:

- RSP Guidance for Contracting External Services on Sponsored Projects + Service Contracting Wizard: <https://rsp.wisc.edu/SAGuidance/>
- Contract Details form: <https://businessservices.wisc.edu/documents/contracts-details-form/>
- UW-3067 Entertainers/Speakers/Instructors and Consultant Contracts: <https://policy.wisc.edu/library/UW-3067>
- UW-3069 Academic Support Services Orders and Agreements: <https://policy.wisc.edu/library/UW-3069>
- UW-1020 Approval of Contractual Arrangements for the Delivery of Credit Instruction: <https://policy.wisc.edu/library/UW-1020>
- Non-Competitive Purchasing Request Form: <https://businessservices.wisc.edu/documents/non-competitive-purchasing-request/>
- UW System Administrative Policy 236 – Utilization of Independent Contractors: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/utilization-of-independent-contractors/>
- Employer/Independent Contractor Determination Questionnaire: https://www.wisconsin.edu/uw-policies/download/related_documents/236/SYS-236-Appendix-1.pdf
- UW-3045 Illegal Purchases: <https://policy.wisc.edu/library/UW-3045>
- Non-sponsored vs. Sponsored programs definitions, UW-3036: <https://policy.wisc.edu/library/UW-3036>
- RSP – Subaward Determination Questionnaire: <https://rsp.wisc.edu/awardmgmt/subaward%20determination%20questionnaire.pdf>