## DePaul University
### International Contract Review/Payment Process Decision Table

<table>
<thead>
<tr>
<th>Criteria</th>
<th>For Previously Approved Programs to be Delivered Overseas</th>
<th>International Visitors Coming to U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payments made by DePaul</td>
<td>Payments made to DePaul</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Value of goods or services</td>
<td>&lt; $2,500 and</td>
<td>≥ $2,500 and ≤ $30,000 and</td>
</tr>
<tr>
<td></td>
<td>and</td>
<td>and</td>
</tr>
<tr>
<td>Length of Services</td>
<td>&lt; 31 days and</td>
<td>&lt; 31 days and</td>
</tr>
<tr>
<td></td>
<td>and</td>
<td>and</td>
</tr>
<tr>
<td>Managing Unit</td>
<td>Global Engagement and</td>
<td>Global Engagement and</td>
</tr>
<tr>
<td></td>
<td>and</td>
<td>and</td>
</tr>
<tr>
<td>Program Type</td>
<td>Not a degree, term or longer study abroad, or exchange program</td>
<td>Degree, term, or longer study abroad, or exchange program</td>
</tr>
<tr>
<td>Location of provider of goods or services/counter-party type</td>
<td>Inside or outside U.S. / usually an entity</td>
<td>Inside the U.S. / Individual</td>
</tr>
<tr>
<td>Purchase order required</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>(Specifically exempt from purchase order process)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written contract or agreement required</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Payment method / collection</td>
<td>Accounts Payable or ProCard</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Invoicing and collection</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Note 1:** The process for receiving payments for programs to be delivered overseas are not represented on this chart. For more information regarding these payments see the "Stand-Alone Academic Cohort Billing, Monitoring, and

**Note 2:** Although it does not generally contain either a dollar value or program duration, a Memorandum of Understanding always needs to be in writing.
Is total value of program less than or equal to $30,000 and for a duration less than 21 days and managed by Global Engagement?

Yes

May proceed with program without a written agreement.

No

College/School

• Identifies entity which would like to pay DePaul to conduct a program in the U.S.
• Internally vets program with affected university areas
• Contacts OGC to begin process of drafting an agreement.

College/School

College/School, GE, or department contacts OGC to begin process of drafting an agreement.

OGC

Drafts and provides agreement to college/school, GE, or department.

College/School

Provides draft agreement to Financial Affairs for review of tax and business issues and to Academic Fiscal Administration for academic and budget issues.

Financial Affairs and Academic Fiscal Administration

Provides comments and suggested changes to draft agreement and initial "sign-off" to college/school, GE, or department.

College/School

Sends draft agreement to vendor, receives comments and changes back from vendor, forwards agreement to OGC, Financial Affairs, and Academic Fiscal Administration for final review and "sign-off".

College/School

Final agreement is signed by DePaul and other entity.

College/School

Invoices entity for services per agreement’s invoicing/payment terms.

College/School

Conducts program.
Identifies vendor to provide goods or services for an international program.

ProCard
Vendor bill

Documents charge and submitted for approval at appropriate time.

College/School/IPO/Department
Identifies vendor to provide goods or services for an international program.

Cardholder
College/School/Department
Submits voucher request to Accounts Payable for payment.

Accounts Payable
Requests tax documents from vendor, creates vendor in system, and makes payment.

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DePaul University
For Previously Approved Programs to be Delivered Overseas
Process Flow for Payments of Goods or Services that do not Require Either a Purchase Order or a Formal Agreement*

*Note: Although no contract is required by DePaul, if the vendor/partner requires a formal written contract, that contract must still be reviewed by the OGC if the contract falls under another “Special Risk” category. These Special Risks include: (1) contracts that allow a third party to use DePaul’s intellectual property; (2) contracts for the lease or purchase of real estate; (3) contracts that require the university to indemnify or insure an outside party; or, (4) contracts giving access to private or confidential information. Please see the Contract Requirements & Procedures policy for more detail.
DePaul University
For Previously Approved Programs be Delivered Overseas Process
Flow for Payments of Goods or Services that Requires a Purchase
Order, but not a Formal Agreement¹

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value of good or services</td>
<td>College/School/IPO/Department</td>
</tr>
<tr>
<td>&gt; $2,500 and ≤ $20,000 and &lt; 31 days and IPO</td>
<td>Identifies vendor of goods or services for a foreign program and contacts IPO.</td>
</tr>
<tr>
<td>Managing Unit</td>
<td>IPO</td>
</tr>
<tr>
<td>Not a Degree, term or longer study abroad, or exchange program</td>
<td>IPO enters appropriate information into eProcurement system to create a purchase requisition.</td>
</tr>
<tr>
<td>Location of provider of goods or services / counter-party type</td>
<td>Existing vendor?</td>
</tr>
<tr>
<td>Inside or outside U.S. / usually an entity</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note 1: Although no contract is required by DePaul, if the vendor/partner requires a formal written contract, that contract must still be reviewed by the OGC if the contract falls under another “Special Risk” category. These Special Risks include:
(1) contracts that allow a third party to use DePaul’s intellectual property; (2) contracts for the lease or purchase of real estate; (3) contracts that require the university to indemnify or insure an outside party; or, (4) contracts giving access to private or confidential information. Please see the Contract Requirements & Procedures policy for more detail.

Note 2: Many vendors who provide services for foreign programs may require a deposit prior to a final bill being sent to the university.
DePaul University
For Programs to be Delivered Overseas
Process Flow for Payments to International Vendors for Goods or Services that Require a Purchase Order and a Formal Agreement

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value of good or services</td>
<td>&gt; $20,000 or ≥ 31 days or Any</td>
</tr>
<tr>
<td>Length of Service</td>
<td>Degree, term or longer study abroad, or exchange program²</td>
</tr>
<tr>
<td>Managing Unit</td>
<td></td>
</tr>
<tr>
<td>Program type</td>
<td></td>
</tr>
<tr>
<td>Location of provider of goods or services / counter-party type</td>
<td>Inside or outside U.S. / usually an entity</td>
</tr>
</tbody>
</table>

College/School/IPO/Department
Identifies vendor to provide goods or services for a foreign program and contacts OGC to begin process of drafting an agreement.

College/School/IPO/Department
College, school, IPO, or department contacts OGC to begin process of drafting an agreement.

OGC Drafts and provides agreement to college, school, IPO or department.

College/School/IPO/Department
Provides draft agreement to Financial Affairs for review of tax and business issues and to Academic Fiscal Administration for academic and budget issues.

Financial Affairs and Academic Fiscal Administration Provides comments, suggested changes to draft agreement, and initial "sign-off" to college, school, IPO, or department.

College/School/IPO/Department Sends draft agreement to vendor, received comments and changes back from vendor, forwards agreement to OGC, Financial Affairs, and Academic Fiscal Administration for final review and "sign-off."²

College/School/IPO/Department
Enters appropriate information into eProcurement system to create a purchase requisition.

Existing vendor? Yes

Purchasing
Purchase order is created through eProcurement system and sent to vendor.

Vendor Provides goods or services and bills university.

Accounts Payable Receives and reviews bill for tax and vendor issues and processes payment to vendor.

Accounts Payable Reviews and approves new vendor.

Final agreement proceeds to normal purchase order process.

Note 1: IPO generally handles the entering of Purchase Orders for international programs (see proposed International Contract Review Matrix) and PO's can be entered into P/S in advance of an executed contract.

Note 2: Process may need to be repeated, as needed until a final draft is agreed upon.

Note 3: many vendors who provide services for foreign programs may require a deposit prior to a final bill being sent to the university.
Applies to the university and is issued an I-20 or DS-2019 by International Programs Office.

International Student

Takes I-20 or DS-2019 to U.S. Consulate in home country to apply for appropriate visa.

OISS

Enters their information into SEVIS system, when student arrives on campus.

International Student

Applies for and accepts university job.

Career Center

Provides student’s new hire information to Human Resources.

Hiring College/School/Department

Provides letter regarding university employment to student to be used to apply for SSN. When SSN is issued, student provides to Payroll.

Student brings their I-20, Passport, Visa and I-94 documents to Payroll.

International Student

Enters their information into Windstar database, which produces appropriate U.S. tax forms and tax treaty information, if applicable.

Payroll

Issues scholar a W-2 and/or 1042-S at calendar year-end.
Invites faculty/researcher to conduct teaching/research at the university.

Issues DS-2019 to faculty/researcher and informs Financial Affairs of issuance.

Takes DS-2019 to U.S. Consulate in home country to apply for "J" non-scholar visa and comes to U.S.

Invites faculty/researcher to enter their information into SEVIS system and informs Financial Affairs of faculty/researcher's arrival, once they arrive on campus.

Enters new hire information into HR/Payroll system.

Enters faculty/researcher's information into Windstar database, which produces appropriate U.S. tax forms and tax treaty information, if applicable.

Issues faculty/researcher a W-2 and/or 1042-S at calendar year-end.
Recruits candidate and informs OGC of need for visa application/authorization.

OGC

Sends recruit appropriate paperwork needed to apply for an H-1B/TN visa.

College/School/Department

Applies for H1-B visa authorization and informs both recruit and Payroll when visa authorization is granted.

Hiring College/School/Department

Provides letter regarding university employment to recruit to be used to apply for SSN.

Recruit

Takes appropriate paperwork to border crossing for approval.

Recruit

Authorized to work for the university in the U.S. and can obtain actual visa the next time they are abroad.

Recruit obtains H1-B visa from a U.S. Consulate while abroad.

Recruit

Arrives at the university to begin work.

Human Resources

Enters new hire information into HR/Payroll system

Payroll

Contacts recruit and enters recruit’s information into Windstar database. Windstar produces appropriate U.S. tax forms and tax treaty information, if applicable.

Payroll

Issues recruit a W-2 and/or 1042-S at calendar year-end.

Recruit

Brings their passport, visa, SSN and I-94 documents to Payroll.

Recruit

Is recruit inside the U.S. at time of authorization?

Yes

Authorized to work for the university in the U.S. and can obtain actual visa the next time they are abroad.

No

Recruit obtains H1-B visa from a U.S. Consulate while abroad.
DePaul University
Payment Process Flow
For Non-Employee International Visitors
Performing Services in the U.S.

Payment of International Non-Employee for
Services Performed in the U.S.

Pay for Services and/or
Travel/Expenses

College/School/
Department

Invites visitor to university to provide services and/or will cover reasonable travel/ expenses.

Pay for Travel/
Expenses, but no Services

College/School/
Department

Invites visitor to university who will provide no services, but university will pay travel/ expenses.

International Visitor

Obtains proper U.S. visa or authorization from applicable Responsible Officer and comes to the university.

College/School/
Department

Assists visitor in providing necessary documentation to Accounts Payable and facilitates signing of services agreement by visitor.

College/School/
Department

Assists visitor in providing necessary documentation to Accounts Payable.

Accounts Payable

Enters visitor’s information into Windstar to determine U.S. tax reporting and withholding requirements and provides U.S. tax documents to visitor for signature.

International Visitor

Comes to U.S. and provides services for which they will be compensated or participate in a program for which they will not be compensated, other than for travel expenses.

College/School/Department

Requests payment to visitor from Accounts Payable.

Accounts Payable

If applicable, visitor is issued a U.S. Form 1042-S at calendar year-end.

Note: no services should be performed or payments made until all immigration and tax documentation has been completed and reviewed by Accounts Payable.
DePaul University
Process Flow for Agreements to Provide Programs to an International Entity in the U.S.

Is total value of program less than or equal to $30,000 and for a duration less than 21 days and managed by Global Engagement?

Yes

May proceed with program without a written agreement.

No

College/School

- Identifies entity which would like to pay DePaul to conduct a program in the U.S.
- Internally vets program with affected university areas
- Contacts OGC to begin process of drafting an agreement.

College/School

College/School, GE, or department contacts OGC to begin process of drafting an agreement.

OGC

Drafts and provides agreement to college/school, GE, or department.

College/School

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College/School

Sends draft agreement to vendor, receives comments and changes back from vendor, forwards agreement to OGC, Financial Affairs, and Academic Fiscal Administration for final review and "sign-off".

Final agreement is signed by DePaul and other entity.

College/School

Invoices entity for services per agreement’s invoicing/payment terms.

College/School

Conducts program.