

Guidelines for Lectures/Guest Speaker/Training

An Independent Contractor/Agent who provides Lectures/Guest Speaker/Training **must:**

1. set their own priorities,
2. set their schedule based on availability,
3. exercises personal effort to prepare for topic,
4. lectures only a few class sessions, and
5. invited by FIU for their expertise on a particular topic and has no ongoing responsibility to the students attending.

An Independent Contractor/Agent who provides Lectures/Guest Speaker/Training **cannot:**

1. currently or previously be paid in the last six months as an employee through FIU payroll in the same capacity or if FIU has a job position doing the same type or service,
2. be the Instructor of Record and/or listed as Course Director / Co-Course Directors in the department course, and
3. be responsible for the final grade of the student in the course.

Make sure the invoice accurately reflects the services provided. If the invoice or the services being provided are for consultants or the services are not a one-time payment, it cannot be paid using the unencumbered payment form and an [Independent Contract Agreement](#) must be executed. If the services being provided are identified on the [Allowable Unencumbered Payment List](#), and are a one-time payment and the services provided are accurately identified on the invoice, then those services can be paid using the unencumbered payment form.

Payments can be made via a Pcard or unencumber payment form for services listed under the [Allowable Unencumbered Payment List](#), unless otherwise noted. If a contract is required it has to be entered into TCM, signed by an authorized signatory and attached as supporting documentation. Please follow the instructions on the [Allowable Unencumbered Payment for Services](#), [Card Holder Manual](#) and the [Contract Templates – Procedures](#). Any suppliers coming on campus to perform services must provide a Certificate of Liability Insurance. It is the requesters' responsibility to obtain the appropriate certificate. Please see the [minimum insurance requirements](#).

FIU entities are not authorized to place orders directly with suppliers for goods or services for which a purchase order (PO) is required. When an invoice has been received for goods and/or services and a PO has not been issued and payment cannot be made with a Pcard or is not an allowable unencumbered payment purchase, then a [Non-Conforming Purchase Justification Form](#) must be completed.