

Office/Contact: Accounts Payable Office

Source: SDCL 1-24A-1; ARSD 03:05:05:04; SD State Auditor Consulting Contract Guidelines; SDBOR Policy 5.3; University Policy 5:1

Link: https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=1-24A; <https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=03:05:05:04>; <https://www.sdauditor.gov/ConsultantGuidelines.aspx>; <https://public.powerdms.com/SDRegents/documents/1722915>; <https://www.sdstate.edu/policies/upload/Contract-Agreement-and-Memorandum-of-Understanding-Review-and-Approval.pdf>

- d. In conformity with SDCL 1-24A-1 and ARSD 03:05:05:04, consulting contracts shall be filed with the State Auditor's Office within five (5) days after the contract is entered into and finally approved by the contracting parties. The last dated signature on the contract, by either the consultant or the University or SDBOR, shall be defined as that date on which the contract was entered into and finally approved by the contracting parties.
- e. Contracts shall be finally approved and executed before any services are rendered to enable the Accounts Payable Office and the State Auditor examination of the contract prior to the commencement of work or service. No advance payment shall be made or authorized for consulting contracts.
- f. Consultants are required to maintain the types and amounts of insurance required by the State of South Dakota. Requests for exceptions to these requirements are processed through the Accounts Payable Office before proceeding.
- g. Verbal consulting contracts are not authorized, and payment shall not be authorized on verbal contracts.
- h. If the contractor is a University employee or a full-time employee of the State of South Dakota, no consulting contract is required. In these cases, payment for services must be made through supplemental payroll procedures and arranged prior to beginning services. Applicable payroll taxes will be deducted. Individuals should contact the Payroll Department.