

MINNESOTA STATE UNIVERSITY, MANKATO BUDGET ISSUES

CONSULTANT/NON-STATE EMPLOYEE CONTRACTS

It is expected that the Legislature will develop somewhat restrictive guidelines for professional, technical contracts. Until those guidelines are completed and received, MSU will observe the following for processing professional, technical contracts for consultants, speakers and instructors/trainers for credit/noncredit courses:

- Credit/Noncredit Courses – Instructional contracts are to be approved by the department chair/dean and then sent to Academic Affairs for vice presidential approval.
- All non-instructional contracts for professional/technical and services that are less than \$200 can be authorized and approved by the unit head and the appropriate vice president.
- Professional services, speakers and non-instructional technical services contracts in excess of \$200 must have a “Presidential Approval” form completed (see attached form #PTC04).