PSC vs. CSPR

Which Do You Use?
And What’s The Difference?
PSC

- PSC stands for Personal Services Contract
- When would you use it?
  - The vendor is an individual, not a company.
  - The work will be done over a span of time, up to one year.
  - The vendor will most likely have incremental payments over the project
  - Over $5,000
  - No withholding taxes will be taken out
PSC

To start a Personal Services Contract request:
• The vendor needs to be active in PORT
• Need the project’s Statement of Work (SOW)
• Complete the “Twenty Factor Test” in PORT
• Screenshots of how to complete the request in PORT are available
• Request ➔ Approvals ➔ Contract Created ➔ Signatures
Why is a PSC important?

- Taxes!
- A legally binding contract is in place before work begins
- To confirm if the vendor has an Employee or Independent Contractor relationship with ECU
- If the vendor has an employee relationship, then HR can assist with how to proceed.
- If the vendor is an independent contractor, then a Personal Services Contract is created.
CSPR

• CSPR stands for Contractual Service Payment Request
• When would you use it?
  • One-time payments
  • To pay an individual or a company
  • When taxes need to be withheld for a speech or entertainment, if vendor resides outside of NC
  • Usually low dollar amounts, less than $5,000
  • Don’t use for ECU employees or ECU students
To start a Contractual Services Payment Request:

• The vendor needs to be an active supplier, unless the payment is for a speaker and the fee is less than $300.
• Complete the CSPR form
• Get the proper signatures based on the FOAP used
CSPR

Why are CSPRs important?
• Taxes! A CSPR must be used to withhold taxes, if needed
• The vendor, with their signature, certifies they are an independent contractor.
• Does the vendor work full time for another State agency?
• Does the vendor have an immediate family member that works for ECU?
The CSPR process is getting updated!

- Improving the process, due to campus feedback
- Will reduce errors and improve workflow
- Easier to use
- More tracking visibility
- Currently in final testing but look out for future communications for more information!
Questions?
Contact us at
purchasing@ecu.edu
252-328-6434