

# Hiring MU service providers

Developed by

University of Missouri Extension

## How to engage and hire MU expertise

1. Determine scope of project and develop an understanding of vendor and faculty responsibilities.
  - a. See [Contracting with external businesses](#) for a discussion of faculty and provider responsibilities, deliverables and other specifics.
  - b. Discuss and agree on responsibilities, scope of your project, deliverables, cost and timeline. Lay it all out including communication method and frequency, and access to materials.
2. The individual that is providing the service can send an email containing the agreed upon details and a MoCode for payment deposit. They should copy their supervisor and *unit fiscal contact*.
3. The individual purchasing the service will provide the project MoCode.
  - a. If the same individual is the approver for that MoCode, then add your approval and authorization to charge to the email.
  - b. If the hiring individual is not the approver, copy the approver and have the approver reply and authorize payment.
4. The department receiving payment should have their fiscal person generate a journal entry. If fiscal person has journal entry questions please email [MU Ext Fiscal Operations](#).