



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: SECURING OF SERVICES	Code: II0503
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Policy Reference: N/A

Due to the nature of television operations, WMVS/WMVT will be required to secure services on a timely and short-term basis.

The station staff will comply with the terms of prearranged procedures established by the Human Resources Department, the Procurement and Contract Compliance Department, and the Business Office to secure services and make payment as outlined below.

1. For payment and services (such as rental of satellite time, remote facilities in other cities, freelance contractors outside our area, etc.), we will generate an External Purchase Requisition (EPR) following receipt of an invoice from the service provider. We will indicate that the invoice is for a Confirming Order - Do not duplicate on the COSMO External Purchase Requisition (EPR) memo screen.
2. For payment of production talent and producers who are under annual renewable service contracts, we will estimate total compensation for the year and prepare a blanket EPR for each contractor. As segments or other related work are completed, the freelance contractor will submit an invoice and payment will be deducted from the blanket total. For freelancers, who work on a more irregular basis, a separate EPR will be generated for their work.
3. For payment of various employee out-of-pocket expenses, we will continue to use the payment request form. This is intended to cover our smaller amount purchases at establishments that do not have regular stock or will not honor purchase orders. Examples include used furniture purchases from Goodwill for set decorations, occasional art supplies for set construction, needed hardware supplies while away from Milwaukee, and purchase of gas if a credit card is not available, etc.

Invoices and receipts for all EPRs and payment requests should be sent to the Business Office.