

Part-Time Teaching, Dual Service Agreements and Tigerbuy –

If a person is an employee of another state of Tennessee institution, you must obtain their services on a Dual Service Agreement. The institution will pay the employee and then bill your department for the payment at the end of the semester.

You will need a Dual Services Agreement and a Requisition on Tigerbuy.

1. Complete a Dual Service Agreement form and obtain an approval signature from the home institution of the individual. Go here for the form <https://bf.memphis.edu/forms/procurement/dualagreement.html>
2. The institution must be registered in Tigerbuy so you may want to search for the supplier first to make sure they are listed before you start. If not listed, contact Procurement Services.
3. Once you have the approved agreement from the Tennessee institution, you will need to create a requisition in Tigerbuy for a Non-Catalog Item. To begin, login to Tigerbuy and click on Non-Catalog Item. A window will appear and you will see a message to select a supplier.
4. You will need to select a supplier from the list of known suppliers and click the *select supplier* button. Your form will populate with the supplier information.
5. You should enter the name of your individual as the product item and services to be provided (John Smith will teach BW4653001 for the ? Dept for the Fall Semester 2008.) You will also enter the amount being paid as the price estimate and select each. When ordering services, you can list 1 each as the quantity and the amount on the contract in the unit price.
6. Click Save and Close.
7. Go to “review” and select the Internal Notes and Attachments tab at the top. You will need to scan the signed Dual Services Agreement and attach it to the requisition electronically in the Internal Note Section.
8. You should now have a shopping cart or can select it from the top right corner of the screen. To edit the non-catalog item once added to the cart, simply click on its name in the cart and the popup will display.
9. On the Order Navigation Tab (Add Products-Edit Cart-Review Cart, etc.), you can edit the cart or review it. Review the cart, check the amount to make sure it is correct and that the attached agreement is there. To complete the requisition, select Place Order. The requisition will need to be approved by someone in your department. Then Procurement Services will complete the Dual Services Agreement for the University of Memphis and create a Purchase Order.
10. When the other Tennessee institution sends an invoice for the services of the employee (usually at the end of the semester), don’t forget to enter the receipt on Tigerbuy before you submit the invoice for payment.