Academic Program Review - Financial / Payment Process
2025-26

The Provost's Office will initiate the Personal Service Contract (PSC) and other forms needed for this year's review. To ensure the process runs smoothly, we will need assistance from the Departments and External Reviewers. Responsibilities for each are outlined below.

Provost's Office

- Prepares Personal Service Contract & other financial forms for approval
- Works with External Reviewers to gather tax documents
- Receives invoices & support documentation from Reviewers
- Works with Departments or Colleges, as directed, to get payment issued via a payment authorization.

College/Department

- Department or College works with the Provost's Office to issue payment to External Reviewers. Point of contact is Jessica Dunnegan.
- Department confirms travel arrangements with External Reviewers to ensure arrival and departure times are feasible.
- College/Department pays for any group meals or refreshments.

Reviewers

- Provides Department with Contact Information
    - Address, Email & Phone #
- Work with Provost's Office to provide required tax document (W-9)
- Book and pay for all travel out-of-pocket.
- Submits Invoice for Service Fee and Travel Fees, with travel receipts, to the Provost's Office upon report submission. Point of contact is jessica.dunnegan@wku.edu.