Dear RealSource Requesters and Approvers,

Emails and calls have been coming to the RealSource HelpDesk asking if POs and One-Time-Payment requests can be processed through RealSource for new ICAs or temporary staff. Both are addressed in the FAQ portion of April 23, 2020, communication about the university’s hiring freeze at https://hr.vcu.edu/covid-19/freeze/ Below is an excerpt from this communication.

FAQ: What about other non-salary expenses such as temporary employment agencies, independent contractor agreement payments, personal service agreement (PSAs), etc.
Answer: These are included as part of the freeze and not allowed unless granted an exception.

Please direct any questions about this to your manager or fiscal/human resources representative.