

**CLAYTON STATE UNIVERSITY  
CONTRACTOR AFFIDAVIT UNDER O.C.G.A. 13-10-91 (B)(1)**

**Frequently Asked Questions (FAQ)**

1. What types of transactions require this Contractor Affidavit?

Senate Bill 160 was amended and went into effect on July 1, 2013. The bill requires that any contract for services with Clayton State University that exceeds \$2,499.99 must have a completed affidavit from the contractor or sub-contractor.

2. Is a Federal Work Authorization Number the same as a Federal Tax Identification Number ?

No. The Federal Work Authorization number is a 6-7 digit number issued by the Employment Eligibility Verification Program.

3. Is there a certain dollar amount or threshold that triggers the requirement?

Yes, if the transaction exceeds \$2,499.99.

4. Who needs to follow this process and obtain the affidavit?

Every CSU employee/department that contracts to obtain or procure any service or labor must follow the requirement.

5. What types of contracts or services does it apply to?

Any contract involving services or labor. A contract that is just for the purchase of equipment or other product would not need an affidavit. However, if the contract for the purchase of equipment or other product also includes a maintenance or service agreement which exceeds \$2,499.99, an affidavit would be needed. However, there are also exemptions to the E-verify requirements, as detailed in FAQ #8 below.

6. Are purchase orders considered contracts and subject to these same requirements?

Yes.

7. Does it apply to renewals/amendments/addendums/letter agreements/MOUs?

Yes. It does apply to renewals/amendments/addendums/letter agreements/MOUs/etc.

8. Are there any exemptions to the E-verify requirements?

Yes, if vendor employs less than 11 employees, or is licensed by the State Bar of Georgia or holds a license under Title 26 of the Georgia Code (Pharmacist, Drug Treatment, etc.

or one of the listed occupations in Title 43 (see attached) they may be exempt. However, an affidavit must still be submitted with the specific exemption noted thereon.

9. Who is responsible for getting affidavit from vendor?

The department or division of the University that wants the service or labor is responsible for obtaining the affidavit at the start of the procurement process.

10. Do I have to independently verify the information in the affidavit or exemption form?

No, the departmental contract owner does not need to independently verify the information in the affidavit or exemption form.

11. Where does the affidavit go or who gets the original or copy?

The affidavit should be submitted with the contract review form and with the original contract when it is ready to be forwarded for signature.

12. If I use the same vendor again do I need to do a new affidavit?

Each time there is a new transaction or purchase a new affidavit must be acquired from the contractor or vendor.

13. If my purchase includes installation or some type of service do I need affidavit?

Yes.

14. Where is the Clayton State University affidavit/exemption form?

See Contract web site.

15. Where can I obtain information to give to contract/vendor about e-verify?

See Federal link.

16. Is there any way that I can check the status of a potential contractor?

Yes, but even if you check they must still submit the affidavit.

## LIST OF TITLE 43 POSITIONS

CHAPTER 3.	ACCOUNTANTS
CHAPTER 4.	ARCHITECTS
CHAPTER 4A.	ATHLETE AGENTS
CHAPTER 4B.	GEORGIA ATHLETIC AND ENTERTAINMENT COMMISSION
CHAPTER 5.	ATHLETIC TRAINERS
CHAPTER 6.	AUCTIONEERS
CHAPTER 7.	BARBERS
CHAPTER 7A.	PROFESSIONAL COUNSELORS, SOCIAL WORKERS, AND MARRIAGE AND FAMILY THERAPISTS
CHAPTER 8.	OPERATORS OF BILLIARD ROOMS
CHAPTER 8A.	PROFESSIONAL BOXING
CHAPTER 8B.	STATE BOARD OF CEMETERIANS
CHAPTER 9.	CHIROPRACTORS
CHAPTER 10.	COSMETOLOGISTS
CHAPTER 10A.	PROFESSIONAL COUNSELORS, SOCIAL WORKERS, AND MARRIAGE AND FAMILY THERAPISTS
CHAPTER 11.	DENTISTS, DENTAL HYGIENISTS, AND DENTAL ASSISTANTS
CHAPTER 11A.	DIETETICS PRACTICE ACT
CHAPTER 12.	DISABLED VETERANS AND BLIND PERSONS ENGAGING IN PEDDLING, OPERATING BUSINESSES, OR PRACTICING PROFESSIONS
CHAPTER 12A.	IGNITION INTERLOCK DEVICE PROVIDERS
CHAPTER 13.	INSTRUCTORS IN DRIVER TRAINING AND OPERATORS OF DRIVER TRAINING SCHOOLS
CHAPTER 14.	ELECTRICAL CONTRACTORS, PLUMBERS, CONDITIONED AIR CONTRACTORS, LOW-VOLTAGE CONTRACTORS, AND UTILITY CONTRACTORS
CHAPTER 15.	PROFESSIONAL ENGINEERS AND LAND SURVEYORS
CHAPTER 16.	FIREARMS DEALERS
CHAPTER 17.	CHARITABLE SOLICITATIONS
CHAPTER 18.	FUNERAL DIRECTORS AND ESTABLISHMENTS, EMBALMERS, AND CREMATORIES
CHAPTER 19.	GEOLOGISTS
CHAPTER 20.	HEARING AID DEALERS AND DISPENSERS
CHAPTER 20A.	REGULATION OF PRIVATE IMMIGRATION ASSISTANCE SERVICES
CHAPTER 21.	OPERATORS OF HOTELS, INNS, AND ROADHOUSES
CHAPTER 21A.	INDUSTRIAL HYGIENE, HEALTH PHYSICS, AND SAFETY PROFESSION RECOGNITION AND TITLE PROTECTION
CHAPTER 22.	JUNK DEALERS
CHAPTER 23.	LANDSCAPE ARCHITECTS
CHAPTER 24.	LIBRARIANS
CHAPTER 24A.	MASSAGE THERAPY PRACTICE

CHAPTER 25.	OPERATORS OF MOTOR VEHICLE RACETRACKS
CHAPTER 25A.	MUSIC THERAPY
CHAPTER 26.	NURSES
CHAPTER 27.	NURSING HOME ADMINISTRATORS
CHAPTER 28.	OCCUPATIONAL THERAPISTS
CHAPTER 29.	DISPENSING OPTICIANS
CHAPTER 30.	OPTOMETRISTS
CHAPTER 31.	PECAN DEALERS AND PROCESSORS
CHAPTER 32.	PEDDLERS AND ITINERANT TRADERS
CHAPTER 33.	PHYSICAL THERAPISTS
CHAPTER 34.	PHYSICIANS, ACUPUNCTURE, PHYSICIAN ASSISTANTS, CANCER AND GLAUCOMA TREATMENT, RESPIRATORY CARE, CLINICAL
CHAPTER 34A.	PATIENT RIGHT TO KNOW
CHAPTER 35.	PODIATRY PRACTICE
CHAPTER 36.	POLYGRAPH EXAMINERS
CHAPTER 37.	DEALERS IN PRECIOUS METALS AND GEMS
CHAPTER 38.	OPERATORS OF PRIVATE DETECTIVE BUSINESSES AND PRIVATE SECURITY BUSINESSES
CHAPTER 39.	PSYCHOLOGISTS
CHAPTER 39A.	REAL ESTATE APPRAISERS
CHAPTER 40.	REAL ESTATE BROKERS AND SALESPERSONS
CHAPTER 41.	RESIDENTIAL AND GENERAL CONTRACTORS
CHAPTER 42.	REGISTERED PROFESSIONAL SANITARIANS
CHAPTER 43.	SCRAP METAL PROCESSORS
CHAPTER 43A.	SNOW SKIING SAFETY
CHAPTER 44.	SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
CHAPTER 45.	PERSONS ENGAGED IN STRUCTURAL PEST CONTROL
CHAPTER 46.	TRANSIENT MERCHANTS
CHAPTER 47.	USED MOTOR VEHICLE AND USED MOTOR VEHICLE PARTS DEALERS
CHAPTER 48.	USED MOTOR VEHICLE PARTS DEALERS, DISMANTLERS, AND REBUILDERS AND SALVAGE DEALERS
CHAPTER 49.	DEALERS IN USED WATCHES
CHAPTER 50.	VETERINARIANS AND VETERINARY TECHNICIANS
CHAPTER 51.	WATER AND WASTEWATER TREATMENT PLANT OPERATORS AND LABORATORY ANALYSTS

## **Lists of Title 26 License**

Food, Drugs, and Cosmetics

- CHAPTER 2. STANDARDS, LABELING, AND ADULTERATION OF FOOD
- CHAPTER 3. STANDARDS, LABELING, AND ADULTERATION OF DRUGS AND COSMETICS
- CHAPTER 4. PHARMACISTS AND PHARMACIES
- CHAPTER 5. DRUG ABUSE TREATMENT AND EDUCATION PROGRAMS