

Legal Services Policy and Procedures for Payment

This statement of policy and procedure applies to all parts of New York University other than the NYU Langone Health and Tandon, which have their own policies and procedures for engaging and paying for legal services. All global sites (including portals, study away sites and school program sites) are governed by this statement, even where there is a separate entity that operates the global site and will pay the legal bill.

1. Only the Office of General Counsel (OGC) is authorized to engage the services of outside legal counsel. Please refer to the [OGC Outside Counsel Guidelines](#).
2. All invoices for outside legal counsel must be reviewed and approved by the OGC prior to payment. The Accounts Payable Office in the Controller's Division (or the counterpart at a global site through which the legal bill will be paid) may not allow payment for legal services unless the invoice has been approved for payment by the OGC.
3. In order to ensure timely payment for services rendered, and to ease the burden on schools and units, OGC will process the payment for all legal services invoices other than those paid through a global site. In those situations in which charge-backs occur, charge-backs normally will be made within 30 days of invoice payment.
4. Expenditures for all legal services will be recorded solely in account **60430 - Legal Fees**.