



Doing Business @ CSUSM

Business Managers Round Table

Communication made easy!

Finance and Business Services

See DB@CSUSM at <http://www.csusm.edu/fbs/>

DB@ CSUSM

How Do I Process an Independent Contractor Requisition, What Forms Do I Need and Where do I Find Them?

DATE: October 7, 2004

TO: Deans, Department Chairs, Managers and Department Business Officers

FROM: Art Torres, Director, Procurement & Support Services

- To improve the process of paying our Independent Contractors, Procurement and Accounts Payable have revised the procedures for payment. The new process will allow for shorter turn-around time for payments by using our "Direct-Pay" which eliminates the need to process an Independent Contractor Requisition through Procurement & Support Services. To schedule a Q & A session, please contact Pamela Ohrazda at ext. 4445 or pohrazda@csusm.edu.
- The **How, What** and **Where**:
 - **How** : Follow the Procedure (page 2 & 3) included in the Independent Contractor Packet.
 - **What** : All required forms are now included in the Independent Contractor Packet, a "Check List/Cover Sheet" is also included (page 13).
 - **Where** : The Independent Contractor Packet is located at: www.csusm.edu/fbs/online_forms.htm.
- This process will benefit the campus by:
 - Providing directions on "How To Process" the Independent Contractor Requisition.
 - Supplying **all** the required forms at one location.
 - Eliminating **Rush** and **After-the-Fact** Independent Contractor requisitions.
 - Eliminating POA's to liquidate remaining encumbrances.
- The "Independent Contractor Packet" includes all the required forms and the Policy/Procedure on how to complete the required forms:
 - Revised Independent Contractor Requisition
 - Revised Policy/Procedure – 2 pages
 - **New** : Required from the Independent Contractor (how to for the Vendor)
 - Payee Data Record (CSUSM 204)
 - Indemnification, Waiver & Release From Liability Statement
 - Statement of Automobile Insurance
 - Confidentiality of Employee, Faculty and Student Data (for Independent Contractor)
 - **New** : Non-California Resident Form
 - **New**: Independent Contractor Check List and Cover Sheet – **Must be included as a cover sheet.**
- If you have any questions, please contact Pamela Ohrazda, x4445 or pohrazda@csusm.edu.

Finance and Business Services (FaBS)

... One of the Finance & Administrative Services Families

AVP's Office · Accounting Services · Accounts Payable · Accounts Receivable · Cash Management · Cashiers · FAS Systems Operations
Development · Financial Aid Business Operations · Financial Reporting · Materials Management & Mail Center · Payroll · Procurement & Contracts
· University Controller's Office