



Procurement and Support Services (P&SS)

INSTRUCTIONS FOR SUBMITTAL OF INDEPENDENT CONTRACTOR AGREEMENT (ICA) AND REQUISITION

A. INSTRUCTIONS FOR SUBMITTAL BY REQUESTOR:

1. Read this document thoroughly as it may have changed since you last used the process.
2. Use the Independent Contractor (IC) Determination Checklist to verify that the ICA can be used and that the Requestor has made the correct determination. It is the responsibility of the Requestor to be knowledgeable of University policies and to select the appropriate method based on the IC Determination Checklist.
3. Non US Citizen or Permanent Resident Alien: The Office of Global Education must be contacted prior to completing the agreement and requisition in order to verify eligibility to receive payment for services.
4. A completed ICA in accordance with these instructions:
 - a. Requestor, with input from the IC, enters fillable information on Page 1, the agreement face sheet.
 - b. IC signs and dates document.
 - c. IC returns the partially executed agreement to Requestor.
 - d. IC completes and submits a Payee Data Record Form 204 to Requestor, if not already on file.
5. Enter a requisition in to the CFS with the above attachments (ICA partially executed by IC, IC Determination Checklist and 204 if not already on file). DO NOT SEND HARDCOPIES. Wet signatures are not required.
 - a. Enter the IC contact information in the comments.
 - b. Enter the Department Point of Contact in the comments. The Point of Contact may or may not be the requestor. This should be the person prepared to answer questions about the contract scope, fund, etc.
 - c. Note: Enter UOM as "LOT"
6. **Submit requisition no later than 10 working days prior to service required.**
7. P&SS will obtain the P&SS Director's signature to execute the agreement.
8. P&SS will turn the requisition to a PO and attach the executed agreement in the CFS.
9. P&SS will email the Requestor and IC a copy of the executed ICA with the PO number written on the top right hand corner and a copy of the Purchase Order (for encumbrance purposes only).
10. Independent Contractor or Department will submit an invoice in accordance with the agreement.
11. Accounts Payable will remit payment.