Indepenent Contractor Flowchart

Defs:
I/C: Independent Contractor
DBA: Doing Business As

Note:
I/C form is Dept. and fiscal year specific. Required payment method is check.

Dept. wants services

Is the vendor an individual or DBA?

Is the I/C a US Citizen?

Is the vendor set up in Banner?

I/C completes I/C form

Dept. sends completed I/C form to HR

HR checks for I/C status

HR send completed form back to Dept.

Purchasing sets up I/C as Vendor

Purchasing contacts Requestor with Vendor ID number

Is this paid by a grant?

Dept. sends I/C form & check request to A/P

See "I/C Flowchart for Grants"