Independent Contractor Flowchart for Grants

**Definitions:**
I/C: Independent Contractor

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

June 11, 2012

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1. **Is the cost greater than or equal to $25,000?**
   - Yes → Dept. confirms vendor set up in Banner?
     - Yes → Dept. sends completed requisition form, original approved I/C form and grant contract/service agreement to Sponsored Programs for approval
     - No → Does Sponsored Programs approve?
       - Yes → Sponsored Programs sends completed requisition form w/appropriate signatures, original approved I/C form and grant contract/service agreement back to Dept.
       - No → Dept. enters Requisition into Banner and sends completed requisition form w/appropriate signatures, original approved I/C form and grant contract/service agreement to Purchasing.

2. **Does Sponsored Programs approve?**
   - No → Sponsored Programs notifies Dept.
   - Yes → Dept. enters Requisition into Banner and sends completed requisition form w/appropriate signatures, original approved I/C form and grant contract/service agreement to Purchasing.

3. **Purchasing verifies Excluded Parties List System (EPLS) listing for vendor compliance**
   - On EPLS → Purchasing notifies Dept. and Sponsored Programs
   - Not on EPLS → Purchasing issues Purchase Order and emails PO # to Dept.

4. **Dept. sends original invoice to Principle Investigator or Dean for approval**
   - Dept. sends approved invoice to Sponsored Programs for approval
   - Not approved → Sponsored Programs notifies Dept.
   - Approved → Sponsored Programs sends approved invoice to Accounts Payable to process payment

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[Flowchart Diagram]