Independent Contractor Process Flowchart

Requestor's Responsibiliy

Department needs a service (guest speaker, physician, piano repair, equipment repair, etc.)

Complete an Employee/Independent Contractor Classification Checklist

Classification Result
Treat as an employee?

Yes → Person must be hired as a VVC employee. Complete a Personnel Action Form. Person Must go to Human Resources to complete additional paperwork.

NO

Complete an Independent Contractor Agreement.
Have Independent Contractor sign contract <u>and</u> W-9 form.

Take completed Classification Checklist Independent Contractor Agreement, AND W-9 form to your Vice President

Did Supt/Pres sign?

NO → STOP
Do **<u>NOT</u>** Allow Independent Contractor to Begin Work

Yes

Once agreement is signed by Supt/Pres, you should have your vice president place it on the Board agenda for ratification

Requestor should create an electronic requisition. (This can be done prior to board ratification once Supt/Pres signs)

Forward signed agreement completed checklist and W-9 form to Purchasing Department

<u>AFTER</u> the Requestor has the Purchase Order, requestor should contact independent contactor to begin work

Per the terms of the agreement, the Ind. Contractor will submit invoices to Requestor.

Requestor reviews Invoices. If satisfactory, sign "OKAY TO PAY" sign and forward ASAP to Fiscal Services.

If there is a problem with the work, be sure to notify Fiscal Services. (It is the Requestor's responsibility to work with the Independent Contractor on a resolution)

Vendor completes work and is paid by Accounts Payable