Lecture, Performance and Service Agreements (Under $10,000 Form) - Independent Contractors

Process for Direct Pay under $2,500

The Department completes and issues agreement to the Independent Contractor (IC)

The Department maintains the signed agreement.
No need for Purchasing to sign if the (IC) does not need a signed copy.
If the (IC) has additional terms that need to be reviewed, then the agreement needs to be forwarded to Purchasing.

The following forms need to be requested and completed by the Department and the IC.

Direct Payment Form/ or Pcard Request
Vendor Forms
W9
OPERS
Invoice

The completed documents are forwarded to Accounts Payable for payments under $2,500