



# VCU

## VCUQ Independent Contractor Policies and Procedures

### PROCUREMENT PROCESS

Classification	Definition	Forms/System Used to Pay	Other Notes
Independent Contractors	<p>An individual who has entered into a contractual agreement to provide goods or services to the University, and meets the following criteria*:</p> <ul style="list-style-type: none"> <li>Is not currently an employee of the University</li> <li>Has no expectation of becoming an employee at the end of contractual service</li> <li>Relied or will rely upon own expertise rather than following specific instructions from the department regarding performance of the required work</li> <li>Performed the work to the specifications of, but not under the direction of, a University employee or student</li> <li>Did not have the required number of work hours and/or days of the week set by the University.</li> </ul> <p>VCU typically treats the following providers of services/products as independent contractors when provided by non-employees:</p> <ul style="list-style-type: none"> <li>Artwork</li> <li>Disc Jockey</li> <li>Entertainer, Actor, Talent – Public Event, Theater or Musical Production</li> <li>Musical Instrument tuner/repair (Piano Tuner, etc.)</li> <li>One-time Guest Speaker</li> <li>Translator: Foreign Language</li> <li>Translator: Deaf</li> <li>Writer</li> <li>Also, some IT and web design services</li> </ul> <p><b>* If there are any questions regarding applicability of ICA vs. employee contract, please contact the Associate Dean for Administration. The Associate Dean for Administration will contact VCUQ Senior Buyer and HR Administrator to determine appropriate process, if necessary.</b></p>	<ol style="list-style-type: none"> <li>Department prepares an ICA and sends ICA and Payment Information Form to the Independent Contractor (IC) for review, completion, and signature.</li> <li>Upon receipt of ICA and Payment Information Form completed by IC, Department preparer signs ICA as Requestor and sends ICA and PR form to Department Head* for Fiscal Administrator signature (Requestor and FA may be the same person). Department Head sends ICA and PR form to Associate Dean for Administration.</li> <li>Associate Dean for Administration signs all ICA's, regardless of dollar amount. ICA's valued over \$2,000 must be signed by the Dean.</li> <li>Associate Dean for Administration sends the completed ICA form and PR form to Procurement Manager to enter into eVA.</li> <li>If the total dollar amount exceeds \$10,000 then the procurement must be approved by VCUQ Senior Buyer.</li> <li>Procurement Manager sends final copy of ICA and Purchase Order to IC, Requestor and VCUQ Finance.</li> <li>Upon completion of services, Requestor sends a final copy of ICA, Purchase Order, and Payment Information Form to Receiver for Banner receiving. After receiving in Banner, Receiver sends ICA, Purchase Order, and Payment Information Form to VCUQ Finance for payment processing.</li> </ol>	<p>IC can be US citizen (issued 1099) or non-US citizen.</p> <p>Work can be done locally in Doha, in US, or elsewhere in the world.</p> <p>All ICA's must be accompanied by a Purchase Order prior to commencement of services.</p> <p>Any ICA that is over \$10,000 must follow the appropriate procurement process as determined by the Senior Buyer.</p> <p>The amount of payment on the original ICA must reflect the total amount for all services to be provided. For example, if the individual will be paid \$2,500/quarter the amount of payment is \$10,000.</p> <p>Upon completion of any portion of the services for which</p>

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		<p>8. VCUQ Senior Payment and Travel Officer will report all payments to US citizens, regardless of dollar amount, to Vendor Create for tax purposes.</p> <p>*Department Head is defined as person fiscally responsible for the department or event budget for which the IC is being contracted to perform services</p>	<p>payment is due, Requestor must submit the ICA form, Purchase Order, and Payment Information Form to Receiver with a note indicating the amount to be received and paid at that time.</p> <p>The SSN box on all ICA's must be filled with either the SSN (if US citizen) or N/A (if non-US citizen). If the SSN box is blank, ICA will be considered incomplete.</p>