THE TTUHSC

PURCHASING

CORNER

REMINDER: TechBUY will be unavailable March 11th - 15th

REVISED OP 72.05 Determination of Employee or **Independent Contractor Status**



According to the IRS, A worker is an employee under common law rules if the person for whom the work is performed has a right to direct and control the worker, both

as to the final results and as to the details of when, where and how the work is to be done. Where the employer does not possess that right, the individual involved is an independent contractor, not an employee.

An independent contractor must complete and submit the Independent Contractor Questionnaire which (ICQ), can be accessed www.fiscal.ttuhsc.edu/purchasing, for each Purchase Order which is to be made payable to an individual. The questionnaire will be reviewed and signed by the responsible individual in the Texas Tech University System Tax Compliance Office.



In accordance with OP 72.10, to the extent possible, employee moving expenses should be paid directly to the moving company through TechBUY. All other

moving expenses paid or incurred by an employee that the University has agreed to reimburse should be processed through Payroll by submitting the Multipurpose One-Time Payment form.

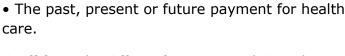
All food and drink service events must follow the "Texas Food Establishment Rules" developed by the Texas



department of State Health Services. It is the sole responsibility of departments, student organizations, staff and students to also inform caterers or food providers that they must submit a copy of their latest health department inspection for approval. For additional requirements, please see OP 61.07.

Health Insurance **Portability** Accountability Act requires private patient protected. Protected Health Information or PHI under HIPAA means any information that identifies an individual and also relates to at least one of the following:

- The individual's past, present or future physical or mental health.
- The provision of health care to the individual.
- The past, present or future payment for health



Staff from the Office of Institutional Compliance, Contracting and Purchasing may contact you for assistance as all Business Associates are required to execute the new agreement.