The Independent Contractor Form is required when services are being performed by an individual who is not an employee of Texas Tech University. IRS regulations establish employee/employer relationship guidelines. HSC OP 62.37 should be reviewed for compliance. IRS regulations require a valid mailing address for all payments for services of individuals who are not employees of Texas Tech University. Requests for services of individuals should be addressed to the valid address of the payee and not to an organization such as place of employment, etc.

The Independent Contractor form is similar to the HSC Non-Catalog form. The following section will walk through the form and necessary information. The titles in bold indicate required fields.

Vendor:
Select the “choose supplier…” link next to the No Supplier Selected message in red.

A. If you know the vendor, select “Search for Supplier”.

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This will open a “Supplier Search” window.

Type the search criteria for the Vendor in the “Supplier Name” field. For example, I am searching for 1 PC Network Inc, so I entered 1 PC.

Select the “Search” button.

A list with the Search Results meeting your criteria will appear. If you see the vendor you are searching for, select the red “Select” button next to their address. This will bring the information back into the Non-Catalog form.
B. If the vendor is not listed in the Supplier search, select “Manually Enter Supplier Information” from the drop-down list.

This will open a window that will allow you to type supplier information. This information will automatically route to the New Supplier set-up workflow.

C. For requisitions that will be going out to bid and the award vendor is not known, search for a vendor that is an available source (a vendor that can supply the item). If no available source is known, select to “Manually Enter Supplier Information” and put Bid Vendor in the Supplier name field and 555-555-5555 as the Supplier Phone and Fax number.

Distribution:

The system will let you know how the purchase orders will be distributed but if you need the order sent in a different manner or to a specific rep you can include that...
information on this form. To do so, select the button next to “check this box to customize order distribution information.”

**Purchase Category:**

This field is required and will drive future workflow approvals. Please properly select the “Category” of the purchase from the drop-down options.

**Catalog No.:**

This field is not required but the information entered in this field is what will populate into your ledger descriptions. If you are filling out the form for a service order, then a short description should be entered.

**Quantity:**

This field is required and should be the total quantity of the item you are ordering.

**Packaging:**

This field is required and has two parts. The first field is the numeric amount of the packaging and the second field is the unit of measure. For example, if you are purchasing 4 items that are packaged in a 3 Gallon container than you would enter the information as:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging</td>
<td>GAL - Gallon</td>
</tr>
</tbody>
</table>

**Unit Price:**

This field is required and should be the unit price of the item(s) you are purchasing.

**Product Description and Description/ Specifications:**

The “Product Description” field is required but the “Specifications/Long Text” is not required. The “Product Description” field only allows 255 characters or less. The “Specifications/Long Text” allows for 2000 characters per line and should be used if you run out of characters in the “Product Description” field. If you are submitting specifications that will not fit in these fields, you should provide a short description with an annotation that specifications are attached. You should then attach a word document of specifications to the internal attachment field.
Shipping Information:

This is a required field and you have two choices: Shipping Cost Included in Line Item and Shipping is Prepaid and Added to Invoice. This must be answered accurately based on the vendor’s quote if it is not going out for bid.

Prior PO Number:

This field is only required if the requisition is for services or products that are a continuation or renewal from a previous fiscal year.

Independent Contractor Questionnaire:

Please answer each of the questions listed in the Independent Contractor Questionnaire portion of the form. These are required fields.

Accuracy of Information Statement:

Please enter the name of the employee who provided the information. This is an electronic signature and by selecting the box that certifies accuracy of information, you are taking responsibility.

To Be Completed by Purchasing:

Please do not enter information in this block. This will be completed by the purchasing department.

Proprietary Purchase Justification (If Applicable):

These questions are required if the purchase is a sole source. Required by state and federal law and HSC Policy when the specification requirement limits consideration to one manufacturer, one product, or one service provider and the amount of the purchase exceeds $5,000 (unless an exempt purchase). A proprietary purchase is justified only when an equivalent product or service competition is not available.

Additional Information:

Use this box to provide the purchaser or vendor with any additional information you feel would be helpful.

To add additional items to your cart for this vendor select “Add to Cart and Return” from the Available Actions drop down menu.

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When you have completed the form, please select “Add and go to Cart” from the Available Actions list and select “Go” at the top right corner of the screen. This will place the document and the information into the requisition form. If you need additional information on completing the requisition form, please review the Phase I documentation and the Phase II Shopper / Requester document.