

Personal Service Contract Procedures Work-flow

Description:

Contracts for personal services are forwarded to the Human Resource Director for review and approval.

Forms:

Certification of Personal Services Agreements
Employee vs. Individual Independent Contractor Analysis

Responsibility

Action

Department Head or other
Contractor Requesting Authority

1. Completes “Employee vs. Independent Analysis” form.
2. Completes “Certification of Personal Services Agreements” form, when necessary
3. Obtains necessary approval from appropriate Vice President
4. Secures IRS Form W-9 from worker

Director of Purchasing

3. Conducts initial review when contract is initiated for personal services.
4. Assigns Contract Routing/PO Number.

Human Resources Director

5. Reviews contract and completes Personal Service Certification.
6. Contract is returned to the Director of Purchasing with Personal Services Certification attached for
7. continued contract processing.