



# The University of Southern Mississippi

## Check List for International Independent Contractors

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- Department contacts International Student and Scholar Services (ISSS) at 601-266-4841 with details pertaining to the reason for the Independent Contractor's (IC) visit, dates, contact information, etc.
- Upon International IC's arrival on campus, Department contacts ISSS at 601-266-4841 to schedule appointment for Tax Analysis.
- If payment will be less than \$1,000, Department completes Remittance Voucher for submission to Accounts Payable for payment
- If payment will be more than \$1,000:
  - Department completes Personal Services Agreement and Determination Form available on the Controller's Office website:  
[http://www.usm.edu/controllersoffice/Independent\\_Contractors.html](http://www.usm.edu/controllersoffice/Independent_Contractors.html)
  - Upon approval of Personal Services Agreement by the Controller's Office, Department will enter Requisition in Soar-Fin for conversion into Purchase Order.
  - Invoice will be submitted by Department to Accounts Payable for payment of purchase order.

***PLEASE NOTE: Your failure to complete the proper paperwork may result in the nonpayment of your international visitor.***

Any questions can be directed to ISSS at 601-266-4841 or Controller's Office at 601-266-4102.