INDEPENDENT CONTRACTORS PAYMENT

Policy Statement

Following proper procedures is necessary for the payment of independent contractors.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding independent contractor payment.

Who Needs to Know This Policy

All department budget directors at The University of Southern Mississippi.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-adma-bud-005

Definitions

Policy/Procedures

CHECK LIST FOR PAYING INDEPENDENT CONTRACTORS

If payment will be less than $1,000 for the calendar year, the department completes Remittance Voucher for submission to Accounts Payable for payment.

- If the individual is not a U.S. Citizen, see Checklist for Paying International Independent Contractors. Contact the Controller’s Office at 601-266-4102 if you have any questions.
• Department submits W-9 and Vendor Registration Form to Purchasing before work begins.

If payment will be more than $1,000 for the calendar year:

• If the individual is not a U.S. Citizen, see Checklist for Paying International Independent Contractors. Contact the Controller’s Office at 601-266-4102 if you have any questions.
• If a U.S. Citizen, Department completes Personal Services Agreement and Determination Form.
• Upon approval of Personal Services Agreement by the Controller’s Office, the department will enter requisition in Soar-Fin for conversion into Purchase Order.
• Invoice will be submitted by the 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 independent contractor. Any questions can be directed to the Controller’s Office at 601-266-4102.

Review

The Director of the Office of Budget and Tax Compliance is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

Remittance Voucher available at http://www.usm.edu/procurement/apforms.html

Vendor Registration Form available at http://www.usm.edu/procurement/forms.html

Personal Services Agreement and Determination Form available on the Controller’s Office website: http://www.usm.edu/controllersoffice/Independent_Contractors.html

Appendices

N/A

Related Information

N/A

History

11/1/11: Formatted for Institutional Policies website
02/20/13: Formatted for template. Minor editing for punctuation and word usage throughout. 
**Amendments:** Month, Day, Year – summary of changes
Authorization

INDEPENDENT CONTRACTORS PAYMENT
ADMA-BUD-005

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

04/30/13
Date