

INDEPENDENT CONTRACTOR PRE-HIRE INFORMATION FORM

Instructions: Before hiring a contractor, complete Parts 1 – 5 of this form and submit with a High Value Purchase Order Requisition. NOTE: Goods or services may not be provided before this form is approved by the Purchasing Department and a Purchase Order is issued.

PART 1 – To be completed by Unit or Department submitting the purchase requisition.

REQUESTING DEPARTMENT			
Date:	PO or Requisition #:	PO Amount: \$	
Name of Department:		Contact:	
Name of UCSD Project Manager:	Phone:	Fax:	e-mail:

PROPOSED CONTRACTOR INFORMATION	
Name of Proposed Contractor or Company:	Phone:
Address:	
Email:	
Provide the contractor's IFIS Vendor Number: _____	
Is the individual a US citizen? Yes No	If the individual is not a US citizen, provide: Country of Citizenship: _____ Visa Type: _____

PART 2 – To be completed by Unit or Department submitting the purchase requisition when this information has **not been provided or submitted on an IFIS requisition.**

CONTRACTOR WORK INFORMATION			
Describe the goods/services requested (include deliverables, milestones, etc.):			
Describe how (and by whom) the Proposed Contractor was selected (include any extenuating circumstances):			
Will the work be performed on campus? Yes No	Will University equipment or supplies be used? Yes No		
Period of Performance	Start Date: _____	End Date: _____	
Rate of Pay (i.e. 40 hours @ \$100/hr): _____	Total Not To Exceed Dollar Amount: \$ _____		

PART 3 – If proposed contractor is a University employee, or is related to a University employee, you must also submit a [Disclosure Form – Employee Vendor Relationship](#).

MULTIPLE RELATIONSHIPS WITH THE UNIVERSITY
Is the Disclosure Form – Employee Vendor Relationship attached? Yes No
If not, explain why:
Is the proposed contractor on record as a current University employee? Yes No
Is it expected that the University will hire this contractor as an employee immediately following completion of this work? Yes No
If yes, explain why the contractor was not hired as an employee:

PART 4 – IRS CLASSIFICATION FACTORS CHECKLIST

Answer the questions below by checking one of the boxes on the right. The more answers in the "Employee" column, the more likely the proposed relationship is one of employer-employee. The more answers in the "Contractor" column, the more likely the proposed relationship is one of employer-independent contractor.

IRS CLASSIFICATION FACTOR TABLE		Employee	Contractor
Behavioral Control: Right to direct and control details and means by which contractor performs services.			
Instructions	Will the University have the right to give the worker instructions about when, where, and how he or she is to do the job? (Employees are subject to this type of instruction, but generally independent contractors are not.)	Yes	No
Training	Will the worker receive training from the University? (Employees generally receives training from their employer, independent contractors typically determine their own work methods.)	Yes	No
Financial Control: Right to direct and control economic aspects of the worker's activities.			
Significant Investment	Has the worker invested in facilities (such as an office or equipment) to perform proposed services? (Employees generally do not personally own or rent an office, shop or equipment.)	No	Yes
Payment of Expenses	Will the University pay the worker's business or travel expenses? (Employers pay all expenses for an employee, whereas independent contractors often absorb these expenses and are not paid directly for them.)	Yes	No
Services Available	Does the worker make his or her services available to other employers? That is, can someone beside the University hire the worker to perform this type of service? (If the worker does this work for the University 40 hours a week it isn't likely she can provide similar services for other entities.)	No	Yes
Incremental Payment	Will the University pay the worker by the hour, week or month (rather than a commission or by the job)?	Yes	No
Risk of Profit or Loss	Will the worker bear the risk of making a profit or losing money under this arrangement? (Employees are paid a salary whether or not the company is profitable. Independent contractors may suffer a loss or make a profit depending on the expenses incurred.)	No	Yes
Relationship of Parties: Intent of parties concerning status and control of worker.			
Regular Business Activity	Is the work to be performed part of the regular business of the University, such as teaching or research? (In most cases, such duties would be performed by an employee.)	Yes	No

PART 5 – To be completed by Unit or Department submitting the purchase requisition.

DEPARTMENT AUTHORIZATION	
Above information is verified and approved by: Signature: Name: _____ Title: _____ Date:	Approved for the following reasons:
	Disapproved for the following reasons:

PART 6 – To be completed by the Purchasing Department only.

PURCHASING DETERMINATION	
Determination by Purchasing Manager or Designee Signature: Name: _____ Title: _____ Date:	Approved for the following reasons:
	Disapproved for the following reasons: