

Contract Process Summary

Process for Independent Contractors (IC) - Individuals

- Fill out a Qualtrics survey, [Independent Contractor Determination Checklist](#), to determine if the person should be paid as IC or set up as a temp on call and paid through payroll
- If you receive an email from HR that states the following, they are considered an IC: Please submit this form to Accounts Payable, along with the following:
 1. Payment Request Form;
 2. Completed W-9 (if not already on file);
 3. Independent Contractor Qualtrics Form Confirmation;
 4. **And** at least one of the following options:
 - a. Copy of the independent contractor agreement
 - b. An invoice directly from the independent contractor performing services (note: this should not be generated by the departments)
 - c. A copy of the offer and/or acceptance letter to the individual performing services
 - d. A flyer, announcement, brochure, or newspaper article announcing the speaking engagement
- If you are paying the IC more than \$600 in a calendar year you will need to fill out an IC agreement and retain the agreement in your office for 3 years.
- If they are considered a temporary on call you will be notified by HR and they will provide you with the forms to fill out to get them set up.

Process for Business/Vendor Contracts

- Follow the Contract Review Checklist for items to look for while reviewing the contract
- If a Business does not have a contract, have them sign our template. If they have questions or want to change something to our template, contact ducontracts@drake.edu for approval
- All business contracts must be sent to ducontracts@drake.edu for retention. All records need to be retained for 3 years after the expiration of services
- If you would like someone to review any contract please send it to ducontracts@drake.edu and we will route it to the appropriate person/persons
- Contracts up to \$5,000 can be signed by budget manager, if approval has been given by Dean/Director
Contracts up to \$25,000 – Dean/Director level who is responsible for the stand only budget being charged
Contracts \$25,001 - \$250,000 – President's Council Member as authority to sign
Contracts above \$250,001- CFO or CAO
- Verify with insurance office to make sure we have the correct insurance on file, durisk@drake.edu
- If you are contracting into any IT services, temporary employment, MOU, use of Drake's logo/name, or grant you will need approval form that department before signing the contract
- Submit a direct payment or FOAPAL to accounting for payment.

Approved templates, policies and checklists can be found on the insurance website, <https://www.drake.edu/busfin/insuranceoffice/>. Periodically, contracts will be audited for compliance. Based on this, you may be asked to provide agreements we may not have on file. You may keep scanned copies of agreements. Paper copies are not required.