

Independent Contractor (IC) Overview & Guidelines

Special processes are required when professional services are to be performed by individuals or sole proprietors (versus corporations or other business entities) at the University of Texas.

Independent Contractor (IC) Overview & Guidelines: http://www.utexas.edu/business/accounting/hbp/12_contractors/contractors2.html.

New Policy and Guidance

A standardized process provides current non-employee/IC payment guidelines for campus-wide adoption.

- **Services will require a [purchase order \(PO\)](#) or [business contract](#)** (unless [exempted from procurement](#) justification process) and an Employee /Independent Contractor Classification Checklist ([EICC](#)).
- **Non-employee/IC payment process must adhere to current Purchasing and Contract policies**
- **Review APS/PBS form use (university employees)**

Use a **VP2** to process payment after work is completed.