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SUPPLEMENT I

INDEPENDENT CONTRACTORS CHECKLIST

Prior to submitting a *Purchase Order Requisition* POR to the Purchasing Department for an Independent Contractor, the following items must be completed:

1. Does the individual have a City, State, County or Federal business license or tax identification number, other than a Social Security number? Yes _____ No _____

If yes, process POR as you would any requisition for supplies, products or services and indicate the business license or I.D. number within the body of the POR.

If no, continue on with checklist.

2. Is the individual a UC employee or near relative of a UC employee?
Yes _____ No _____

If yes, you must submit the form for *Purchase of Goods or Services from a UCSD Employee or Near Relative* and submit with the POR. (See PPM 523-9.)

If not, continue on with checklist.

3. Has the individual ever been an employee of the University?
Yes _____ No _____

If yes, what was the date that the individual's employment with the University terminated?

If less than two years from date of POR, the form for *Purchase of Goods or Services for a UCSD Employee or Near Relative* must be completed and forwarded with the POR. (See PPM 523-9.)

4. Clearly define the services to be provided by the individual including the reasons why these services cannot be performed by UC employees hired through University Personnel or Temporary Services:

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5. If your POR exceeds \$10,000, can you provide a properly completed Sole Source Justification or quotes from other suppliers of same services? Yes _____ No _____

If you cannot supply the above, you must allow time for Purchasing to seek other bids for the services required.

6. Will the individual require training or instruction from a member of your department?
Yes _____ No _____

7. Will the department be furnishing equipment, materials and/or space to the individual?
Yes _____ No _____

If yes, clearly define what the department will be supplying and/or at what campus location the individual will perform the services.

If no, state where the services will be performed and what supplies and/or equipment the individual will be supplying.

8. Will the department establish hours and guidelines under which the individual will be expected to perform the services? Yes _____ No _____

9. Does the department retain the right to change the methods or direction established by the individual to perform and complete the services? Yes _____ No _____

10. Will the individual be performing stated services alone?
Yes _____ No _____

If no, who will be assisting the individual and who will be responsible for payment to assistants?

11. Does the individual perform same or similar services for clients other than the University? Yes _____ No _____

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12. How many hours per week and weeks per month, do you anticipate the individual will be working for your department?

13. Does the individual advertise same or similar services to the general public?

Yes _____ No _____

The above information is to be completed and reviewed by the requesting department prior to submission of a POR to Purchasing, with a copy of same attached to the POR.

When reviewing the checklist, the following factors must be taken into consideration:

Item #1

If the answer is yes, the individual would not be what the University defines as an independent contractor and the POR would be submitted the same as that for any business.

Items #2 and 3

If the answer is yes, the form *Purchase of Goods or Services from a UCSD Employee or Near Relative* must be completed and submitted with the POR.

Item #5

The Sole Source Justification and/or quotes received by the department must be attached to the POR.

Items #6 through 9

If the answer to these questions is yes, then a clear and defined Employer-Employee relationship exists and the individual cannot be retained as an Independent Contractor. The department must then retain the individual as an employee of the University through Personnel.

Item #10

If the individual is hiring others to work with him/her to perform the services required, it must be clearly stated within the POR that all taxes, worker's compensation and other liabilities are those of the independent contractor.

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Items #11 through 13

This information is used to determine whether or not the individual does, in fact, work as an independent contractor under normal circumstances. If not, then further review by Purchasing and other appropriate departments will be required to determine if the individual can be retained as an independent contractor, should be referred to Personnel, or if the department will be required to seek another source for the services.

The hiring of independent contractors is always under close scrutiny by the State and Federal governments and it is each department's responsibility, as well as that of Purchasing, to ensure that the University is at all times in compliance with the guidelines established by these agencies.

I have reviewed, understand, and approved this checklist for submission with POR #_____.

Requestor Signature/Title

Date