

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

Independent Contractor Instructions

Read Carefully

BEFORE ARRANGING FOR ANY SERVICES FOR WORK from outside service vendors or individuals please follow the steps outlined below:

1. Review the attached Independent Contractor Definition to determine if the service provider is an Independent Contractor or an employee and submit the Contractor vs. Employee Certification document, along with any back-up materials to the Human Resources Office.
2. If the service provider is an independent contractor, provide the Independent Contractor Questionnaire for the contractor's review and completion. Submit the completed Independent Contractor Questionnaire, the Contractor vs. Employee Certification and the Contract for Services to the Human Resources Office.
3. The Human Resources Office will obtain the Chief Financial Officer or Superintendent/ President's signature on the contract. A purchase requisition will need to be processed in Banner for payment.
4. Once all requirements have been met, a purchase order will be issued. **WORK CANNOT BEGIN PRIOR TO NOTIFICATION THAT A PURCHASE ORDER HAS BEEN ISSUED FROM THE PURCHASING DEPARTMENT.**
5. Upon completion of work, **contractor shall invoice Feather River Community College District. Invoices for work not yet performed will not be accepted.**

Please contact the Human Resources Office if you should require any additional information or assistance.

PLAN AHEAD