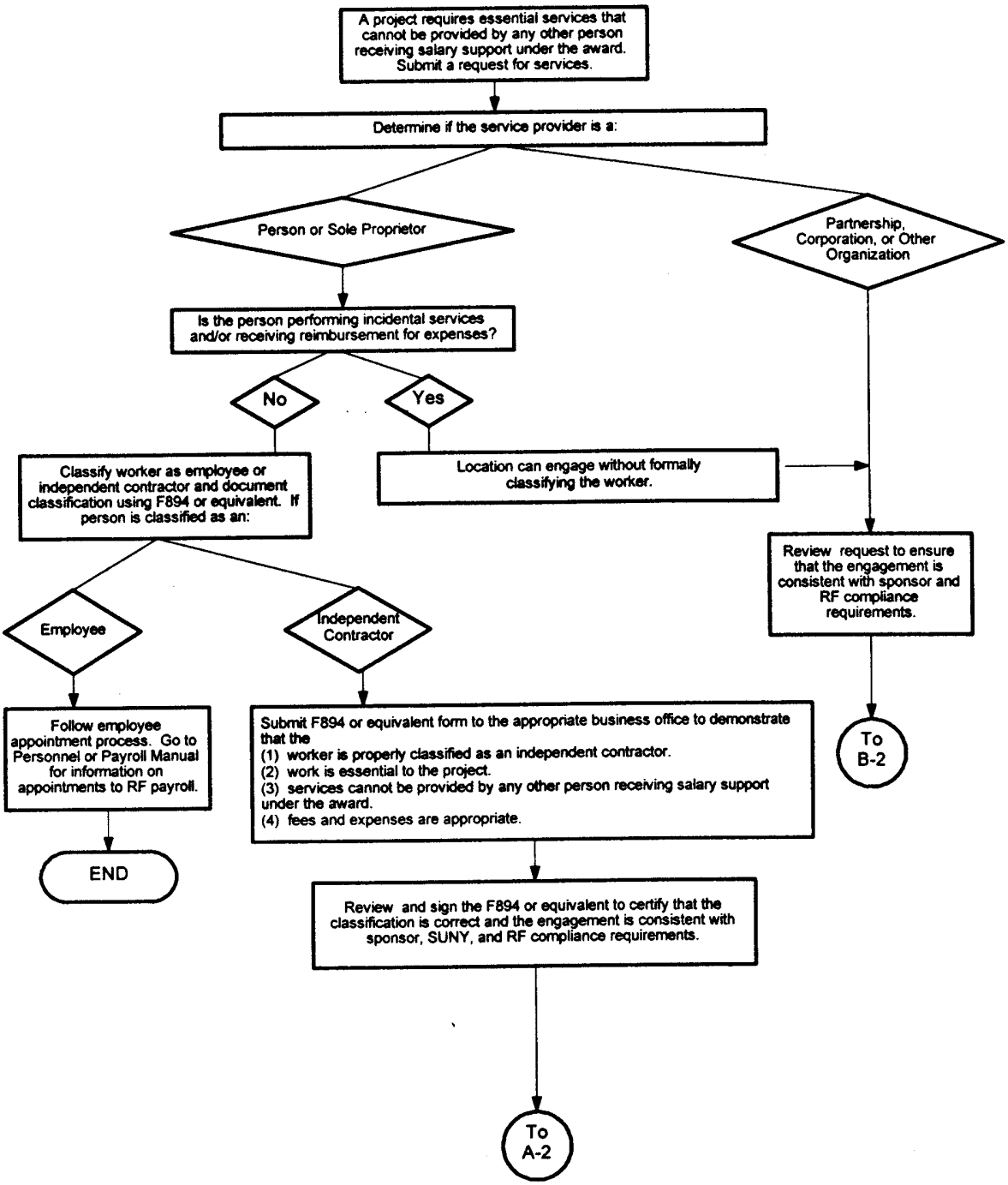
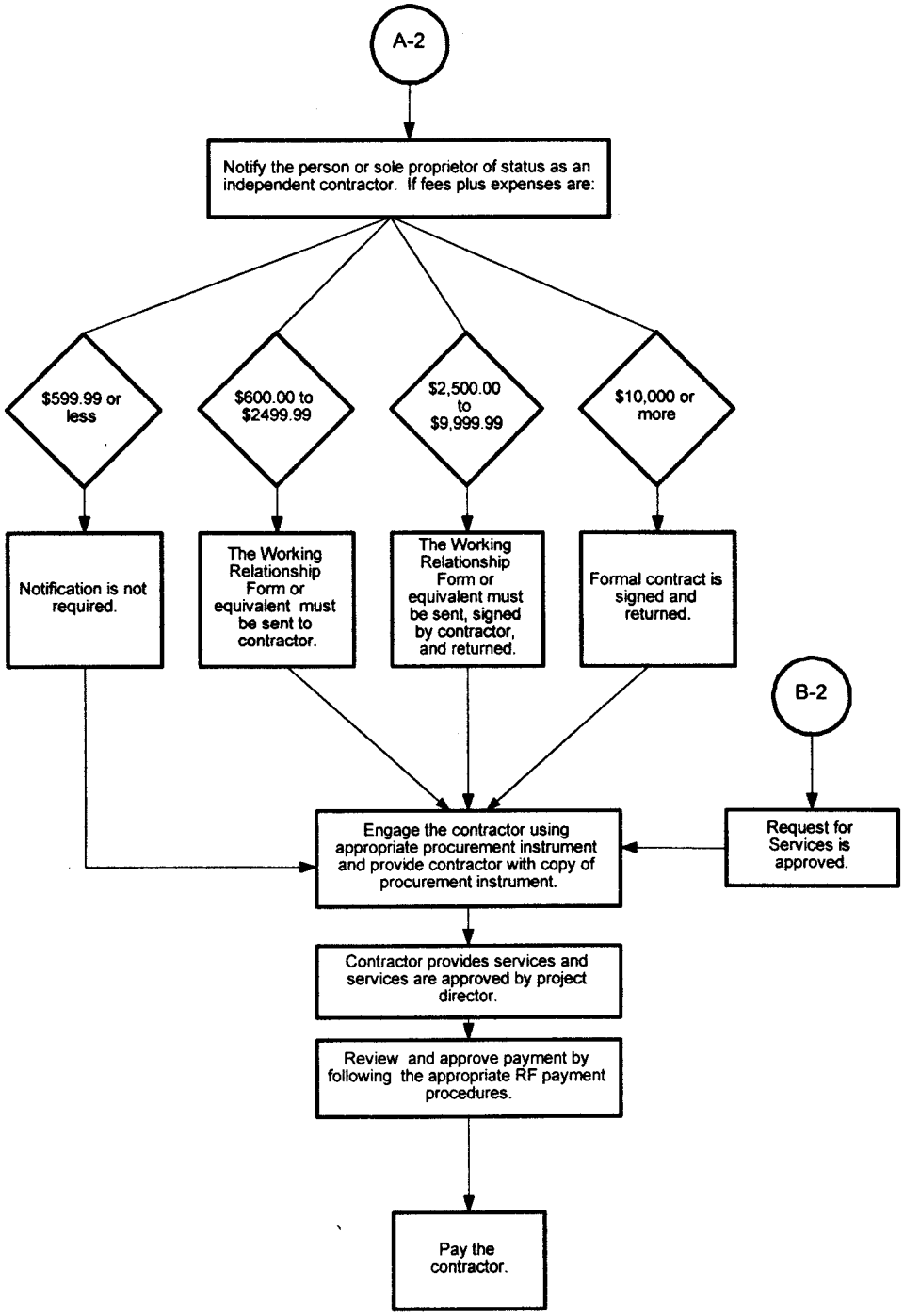
Engaging Independent Contractor Flowchart




A-2
Notify the person or sole proprietor of status as an independent contractor. If fees plus expenses are:
$599.99 or less
$600.00 to $2499.99
$2,500.00 to $9,999.99
$10,000 or more
Notification is not required.
The Working Relationship Form or equivalent must be sent to contractor.
The Working Relationship Form or equivalent must be sent, signed by contractor, and returned.
Formal contract is signed and returned.
B-2
Engage the contractor using appropriate procurement instrument and provide contractor with copy of procurement instrument.
Request for Services is approved.
Contractor provides services and services are approved by project director.
Review and approve payment by following the appropriate RF payment procedures.
Pay the contractor.