Business Office  
Phone: 218-0483  
Email: [**CHS-Business-Orders@uky.edu**](mailto:CHS-Business-Orders@uky.edu)  
Get forms online: [**http://bit.ly/chs\_forms**](http://bit.ly/chs_forms)

How To Complete the Independent Contractor Process

***All orders should flow through the Division’s Staff Support***

The Business Office will complete a Worker Status Evaluation Form and send it to HR annually for all of our part-time instructors. 

If there is a need for someone to do work for CHS outside of our regular part-time instructors, contact the Business Office to determine if this person is appropriate to pay via an Independent Contract.

1. The Staff Support completes an order form.



* 1. Include Vendor Name, Address and Telephone Number.
  2. Include Requestor name and telephone number.
  3. Include the purpose of the contract (course number if appropriate).
  4. Include the cost center (must be the number, not the name of the account)

1. In order to pay someone via an independent contract, the Vendor Application form and an Independent Contractor Scope of Work form must be completed and an invoice needs to be submitted (please make sure there is an invoice number included).



1. Get appropriate electronic signatures on the contract and order form. Ensure that Order Form, attachments, contracts, etc are accurate and complete before emailing to the Business Office.
2. Submit order form electronically to the Business Office email ([CHS-Business-Orders@uky.edu](mailto:CHS-Business-Orders@uky.edu)) with all necessary attachments.
3. Business Office approves completes the PRD. Please remember that the PRD cannot be completed until the work stated on the contract has been completed.

***Any follow-up queries should come from the Staff Support to Ruth or Katie in the Business Office.***

**University Business Procedure:** [**http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf**](http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf)