

Pittsburg State University

Purchasing Office
1701 S. Broadway, Pittsburg, KS 66762-7549
Phone (620)235-4155 Fax (620)235-4166

Consultant Agreement

This form is to be used to obtain the signature of an individual who is to be paid a fee for a lecture, consultation, or other contractual service that qualifies for payment through the Departmental Purchase Requisition Process. This payment includes all agreed upon amounts for fees, and reimbursement of travel, lodging, meals, and other related expenses. **Please complete the back of this form first. Only complete the front if results indicate you are to treat the service provider as an Independent Contractor.** After completion, submit to the Purchasing Office for processing. It is not necessary to attach a DPR to this form.

Contractor Certification

Consultant _____

Address _____

Phone # _____

Social Security or Taxpayer ID # _____

Description of services to be provided:

Date(s) of event _____

Total Fee _____

I hereby agree to accomplish the above described services for the fee indicated.

Consultant's Signature

Date

Department/Unit Certification

Return check to department prior to event. (*If this box is not marked the check will be mailed to the above address after the event.*)

Have you completed the Employee/Independent Contractor Worksheet on the back of this page? Please do so prior to submitting this form.

Funding Information:

Unit Name

Fund

Obj. Code

Unit

Department Name

Department Requisition #

Authorized Signature

Date

PSU Employee or Independent Contractor/Consultant Worksheet

The questions on this worksheet will assist a department in determining whether an individual who performs personal services for Pittsburg State University is an **employee** or an **independent contractor/consultant**. Start with Section I and follow the instructions after each question. If the individual is determined to be an **employee***, the department must process appropriate paperwork to pay the individual through the payroll process. If the individual is an **independent contractor/consultant**, follow the instructions on the bottom of this form. Contact Human Resource Services, x. 4096, for assistance with the worksheet, if needed.

* Departments may contact HRS to discuss other factors which may indicate that an individual is an independent contractor/consultant rather than an employee. These factors must be noted in the appropriate section, below.

Detailed information on payment procedures is found on the HRS Web site. To access from the HRS home page, access "Payroll Information" then "Payment for Personal Services to Employees and Independent Contractors/Consultants."

Section I -- Payment to a PSU/Regents/ or State Employee

1. Does the individual currently work for PSU or another Regents institution ? Yes No
If "Yes," the individual must be paid through the payroll process. Contact HRS (e-mail "lwerner" or x. 4096) for more information.
2. Does the individual currently work for a State agency other than PSU or a Regents institution as an employee providing the same or similar services? Yes No
If "Yes," the individual must be paid through the payroll process. Contact HRS (e-mail "lwerner" or x. 4096) for more information. If "No", complete Section II if the service performed by the individual is that of a teacher, lecturer or instructor. Complete Section III if the individual provides another type of service (i.e. performance, research, etc.).

Section II -- Teacher/ Lecturer/ Instructor

1. Does the individual provide the same or similar services as part of a trade or business? Yes No
If "No," the individual is an employee. Process payment through payroll.
2. Is the individual responsible for administering the course (i.e. selecting course materials; establishing course objectives, preparing and grading tests; etc.)? Yes No
If "Yes," the individual is an employee. Process payment through payroll.
3. Will the individual perform the services on a continuing basis as part of the department's ongoing operations? Yes No
If "Yes," the individual is an employee. Process payment through payroll.
4. * Additional Factors/Comments (optional): _____

Section III -- Service Other Than Teaching

1. Does the individual provide the same or similar services as part of a trade or business? Yes No
If "No," the individual is an employee. Process payment through payroll.
2. Will the individual perform the services on a continuing basis as part of the department's ongoing operations? Yes No
If "Yes," the individual is an employee. Process payment through payroll.
3. * Additional Factors/Comments (optional): _____

Section IV -- Complete for All Independent Contractor/Consultants

1. Citizenship Status (check one): U.S. Citizen
 Resident Alien (Attach copy of Alien Registration Card/Green Card)
 Nonresident Alien: Visa Type: _____ Country of Residence: _____
Contact the Equal Employment Office for assistance with determining nonresident alien status and processing payment to nonresident aliens. All nonresident aliens must complete an 8233 Form. (Forms are available in the Human Resource Services office.)

Reviewed by EEO Office (if NRA) _____
Signature Date

Complete the Consultant Agreement on the front of this form. Send the Consultant Agreement with a copy of the Alien Registration Card (if resident alien) or 8233 form (if nonresident alien) to the Purchasing Office, 110 Russ Hall