

INDEPENDENT CONTRACTOR PAPERWORK REQUIREMENTS FOR STUDENT CLUBS

The following items are in order to process and expedite payments to Independent Contractors:

- Board Approval (Submit items to Vice President, Student Services)
- Independent Contractor Agreement (Only President/CEO or Vice Presidents have authority to sign contracts per Board Policy)
- W-9 Form completed by Independent Contractor
- Request for Payment or Reimbursement Form (Please attach a copy of Board Agenda Item)
- Invoice prepared by Independent Contractor