From: Howard Dillon
To: ado-l@fitnyc.edu;
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Subject: Independent Contractor Services - Use Memorandum of Understanding
Date: Friday, May 02, 2008 1:49:04 PM

To: Academic Departmental Offices
Fr: Howard Dillon

Employees and students themselves may not pay an independent contractor for services *(see the categories below)* with the expectation that they will be reimbursed by the college. The procedure of the Purchasing Department explains how to engage such services. Either Purchasing Manager Robert Otto or I can be contacted with any questions you have prior to scheduling a service of this type.

Payment of Independent Contractors

The Purchasing Office, in consultation with the Controller's Office, has developed a simplified process for hiring and paying Independent Contractors when the services are under $500 for individual occurrence and under $5,000 in a fiscal year. No employee of the College, auxiliary corporations or the Educational Foundation may be paid as an Independent Contractor.

These services include, but are not limited to:

- Childcare providers
- Guest Lecturers (may come in to speak once or twice during a semester, but does not include someone teaching a series of classes)
- Sports Officials
- Referees
- BFA Dressers/Models
- Performance Artists
- Honorarium (for a one-time event)
- Tech Prep Teachers
- Out of Pocket Expenses for Consultants

Before the service is provided, prepare a Memorandum of Understanding which is signed by a Department Head (Project Director for Grants). After the service has been provided, obtain an invoice from the independent contractor. Create a voucher (in Bi-Tech) and forward with the invoice and Memorandum of Understanding to Accounts Payable for processing.

Source: http://insidefit.fitnyc.edu/sections/departments/purchasing/IndependentContractors.htm

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