Submittal of a Request for Independent Contractor Services Over $500 is processed online through DocuSign. Both the University Forms Repository and the main landing page of the Procurement Department provide a link to the Online Form.

After clicking the link for the Online Form, you’ll be prompted to complete six (6) fields, and each field must be completed. A Towson University email address must be provided, and the employee name must match the email address. Please note, any email addresses spelled incorrectly will not prompt notification, and the Online Form will not move forward in the approval process. In addition to completing the fields, the Department Head and VP/Dean must be an Authorized Signer for the Department Number requesting purchase. If any of these conditions are not met, the Procurement Office and/or Budget Office will reject the request.

Once you have completed the required fields, please click the begin signing button located at the bottom of the page. After clicking the begin signing button, you may be prompted with an informational note about Finish Later (resuming the document at a later time), or to assent to the Terms & Conditions of using DocuSign. If requested, please click the checkbox, and then click the continue button.

The Online Form will then become available for completion; boxes highlighted in red signify required fields. Each field has an informational tool-tip to assist you with completing the form.

IC NAME: [ ]
ADDRESS: [ ]
EMAIL: [ ]
DATE OF SERVICE START: [ ]
RATE: $ [ ]

CITY: [ ]
STATE: [ ]
ZIP CODE: [ ]
PHONE: [ ]
DATE OF SERVICE END: [ ]
TOTAL FEE (including travel expenses): $ [ ]

The fields shall be completed as follows:

IC Name: Independent Contractor Name
Address, City, State, & Zip Code: Street Address of Independent Contractor
Email & Phone: Independent Contractor Email & Phone
Occupation: Independent Contractor Occupation

Date of Service State & End: Actual dates of service the Independent Contractor will provide service to the University. Format shall be MM/DD/YYYY.
Rate & Total Fee: Independent Contractor rate per hour or day, and the Total Fee (including travel expenses)

Next, if the Independent Contractor is a U.S. Citizen or Permeant Resident Alien, attachment of an Internal Revenue Service (IRS) Form W-9 is required. The attachment button will populate once you answer YES. Please follow the prompts to upload a file. If you answer NO, you’ll need to contact the University Non-Resident Alien Tax Specialist at 4-5269 for further instructions. If the Independent Contractor is a University Employee, or has been an employee in the previous forty-five (45) days, you’ll need to contact Human Resources at 4-2162 for further instructions.

The form requires a brief description of services, a justification for requesting services, and the proposed qualifications of the Independent Contractor. If the allotted space provided is inadequate, please use the attachment button, and
follow the prompts to upload a file. To upload multiple files, continue to click upload a file until complete, then hit the done button.

**BRIEF DESCRIPTION OF SERVICES:** (Attach additional description if necessary)

**JUSTIFICATION FOR REQUESTING SERVICES FROM EXTERNAL SOURCE:** (Attach additional justification if necessary)

**DESCRIBE PROPOSED IC QUALIFICATIONS:** (Attach resume or additional qualifications if necessary)

After completing the above fields, the remaining boxes highlighted in red signify required fields. Each field has an informational tool-tip to assist you with completing the form.

**TU CONTACT:**
**DEPT. NAME:**
**PROJECT/INITIATIVE #:**

**TITLE:**
**DEPT. #:**
**FUND:**
**ACCT:** 502123

The fields shall be completed as follows:

**TU Contact:** University Contact for questions/concerns

**Title:** University Contact position title

**Department Name:** University Department Name

**Department No.:** University Department No. (5 Digit No.)

**Fund Code:** Department Fund Code (4 Digit No.)

**Project/Initiative:** This field will only be required if the Grant Funded IC Form is selected. If you do not have a Project/Initiative No., please navigate to the standard IC Form.

Once all required fields have been completed, and any attachments have been added, please click sign, and then click the finish button in the upper right hand corner. The Online Form will begin traveling through the Approval Workflow.

Throughout the Approval Workflow, Signers will receive an email notification. To sign, click the review documents button in the email notification. Signers may be prompted with an informational note about Finish Later (resuming the document at a later time), or to assent to the Terms & Conditions of using DocuSign. If requested, please click any check boxes, click the continue button, follow the prompts to sign the document, and click finish. Once all Signers have completed the document, a fully executed copy will be delivered to each Signer, and routed to Accounts Payable to allow payment of future invoices. Please note, you may be contacted during the approval process to provide additional information.