

HUMBOLDT STATE UNIVERSITY

Arcata, California 95521

GUEST LECTURER/ SERVICE PROVIDER
(Independent Contractor)

AGREEMENT AND PAYMENT REQUEST

DATE: _____

TO: **Procurement & Support Services**
Student & Business Services Building Suite 413

FROM: _____ **Department Requesting Services**

Service Provider: _____ Employee ID No. _____

Home Address: _____

Date(s) services provided: _____

COMPLETE DESCRIPTION OF SERVICES PROVIDED: _____

_____ Cost of Service \$ _____

Signature of Service Provider

Attachments: Std. 204 (Vendor Data Record)

FOR UNIVERSITY USE ONLY

- Check to be given to service provider upon completion of services
- Check to be mailed to service provider by the State Controller

FUNCTION _____

COLLEGE/ AREA _____

DEPARTMENT _____

ACCOUNT CODE _____

APPROVED:

I certify that the services described above have been completed and that funds are available to make payment.

Procurement & Support Services

Department Head

SEE REVERSE FOR INSTRUCTIONS

Distribution: Original and 2 copies to Procurement & Support Services
1 to Requesting Department
1 to Guest Lecturer/ Service Provider

GUEST LECTURER/SERVICE PROVIDER

A guest lecturer/ service provider form is to be used when the individual providing services is an independent contractor rather than a University employee. A guest lecturer is an individual who speaks to a class because of his/her expertise and is paid a flat rate and is not the instructor of record. A service provider is an individual who comes to the campus to provide specified service.

Individuals are independent contractors if they meet the following criteria:

- a. are in business for themselves -- offer their services to the general public
- b. are hired to complete a certain job and are liable for damages for non-completion
- c. are responsible for their own time, expenses, equipment, methods, assistants, workplace, etc.
- d. are paid by the job, not by the hour, week or month
- e. have no continuing relationship with the University -- relationship ends when the job is finished.

If individuals do not meet the criteria outlined above to qualify as an independent contractor, they are to be hired through normal hiring procedures through the Humboldt State University Personnel Office. See University Management Letter #95-7.

The Guest Lecturer/ Service Provider form is to be used if the amount being paid an individual is less than \$2,000 and the service will be completed within a limited time frame (less than 1 week). If the service to be provided exceeds the limits for use of this form, the Department should contact Procurement and Support Services at extension 3512 to discuss the procedures for issuance of a service order or contact prior to having services provided to the University.

If payment is to be given to the service provider upon completion of the services, a completed Guest Lecturer/Service Provider form and Vendor Data Record form are to be submitted five days prior to the payment due date. If payment is to be mailed by the State Controller's Office, this form and the Vendor Data record are to be submitted immediately after completion of the service and the special lecturer/provider will receive payment in approximately 30 days.

If there are any questions regarding independent contractors, completion of this form or the Vendor Data Record form, please contact the Purchasing Office at extension 3512.