Independent Contractor Decision Tree

This decision tree is designed to provide key decision points for determining the appropriate process for engaging individuals. For detailed guidance see the:

- Independent Contractors & Guest Policy and
- Independent Contractors and Guests site.

Need help: Contact your Finance Center.

Help Tip to provide additional guidance

Pro-Tip

New Vendor onboarding contact point

Is the vendor an individual, sole proprietor, or single member LLC?

No → Refer to PO Policy for requirements, or submit Contract Request if a contract is needed

Yes ↓

Is the Individual an Employee of Dartmouth College?

Yes → PA Smart Form (Payroll)

No ↓

Is the individual performing services where fees are not invoiced, but payment is offered?

Yes → Complete the Honorarium Acceptance Form → Submit Honorarium Acceptance Form through Payment Request eForm

No ↓

Are services being performed in another country?

Yes → Complete the International Staffing Questionnaire → Submit to the International Staffing Committee for review → International Staffing Committee responds (and provides guidance as needed)

No ↓

Are services low risk, $5000 or less annually, and for a one-time or limited period?

Yes → Are services for an artistic creation (photographer, illustrator, writer, other freelance artist)?

Yes → Complete and Sign the Limited 'Works Made for Hire' Agreement Form

No → Complete and Sign the Limited Engagement Agreement Form → Submit Contract Request with Signed Agreement to create contract record → Submit Invoice through the Payment Request eForm

No ↓

Complete the Independent Contractor Questionnaire → Submit to Procurement Services for review and approval *(once approved proceed)* → Submit Contract Request with Approved Questionnaire for IC Service Agreement to be created → Submit Invoice through the Payment Request eForm