Independent Contractor Requisition Workflow – Effective 07/13/2020

Supplier Setup
- Supplier registers through OU’s vendor portal.
- The Supplier team will setup the vendor to be used on the Requisition.

Departmental Requisition Entry
- Department enters Requisition.
- Department attaches Independent Contractor Form.
- Norman and HSC use the same Independent Contractor form.

Departmental Requisition Approval
- Department Approves Requisition.

Purchasing Review
- Purchasing Approves or Denies.

Human Resources Requisition Review
- HR reviews Independent Contractor form.
- If no form is attached or if significant changes are required, HR denies the Requisition with comments.
- If form is valid, HR Approves and may add a comment for record keeping purposes.

PeopleSoft Routing
- Requisition routed to HR based on GL Code:
  - 701215, 701223, 701225, 810100, 821549, 827210, 830360, 830750, 831100, 920350, and 921120
  - & TIN Type:
    - TIN TYPE S FROM VENDOR_WTHD
    - OR Vendor Type:
      - VENDOR TYPE CNT, CNS, CNC FROM VENDOR TYPE