Independent Contractor Requisition Workflow – Effective 07/1/2020

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:
  • 701125, 701223, 701225, 810100-821549, 821560, 821570, 827210-830960, 830750-831100, 920350 and 921120
  • & TIN Type:
    • TIN TYPE S FROM VENDOR_WTHD
  • OR Vendor Type:
    • VENDOR TYPE CNT, CNS, CNC FROM VENDOR TYPE

Revised 10/23/2020