

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:
 - 701215, 701223, 701225, 810100-821549, 821560, 821570, 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