

Information:

Drawer: Accounts Payable - Invoices

Number: **** Other Redaction ****

Name: **** Other Redaction ****

Invoice Number: C081515

Invoice Date:

PO Number:

Check Number: 0235017

Check Amount: \$ 450.00

Check Date: 04/11/2018

Voucher Number: V0508971

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

VENDOR
W9 3/20/18

*** Independent Contractor Agreement**

V0508971

(Not to be used for contracts in excess of \$5,000.00)

VENDOR NUMBER 1180652		AGREEMENT NUMBER: C081515		
ACCOUNT NUMBER/AMOUNT				
FUND 01	FUNCTION 80	DEPARTMENT 00773	OBJECT SEE ATTACHED	AMOUNT 450
APPROVED-Supervisor, Purchasing				DATE / /

PART I. Complete PRIOR to performance of contractual services.

Name Cindy Surman
(PLEASE PRINT NAME IN ALL CAPITAL LETTERS.)

Tax I.D. #/S.S. # [REDACTED]
(ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number (708) 345-6822

(No college employee may be paid as an independent contractor.)

Street 3061 Terry Lane

City, State, Zip Code Broadview, IL 60155

Agrees to perform on 3/20/18
DATE (S)

the following services for the College of DuPage:

stylist on camera for interview with Ernie Gibson
oral history of college & Dr. Rondeau

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 450 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

Wendy E. Parks 3/7/18
DEPARTMENT AUTHORIZED SIGNATOR DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.
(Must Check One)

- ☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.
- ☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

Cindy Surman
SIGNATURE OF INDEPENDENT CONTRACTOR

3-20-18
DATE

PART II. Complete AFTER performance of contractual services.

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full.
(Payment is to be made only after completion of the contractual service)

Wendy E. Parks 3/21/18
COLLEGE AUTHORIZED SIGNATURE DATE

COUNTER SIGNATOR (OPTIONAL) DATE

* See board policy, procedures and instructions on reverse side.
(This agreement is VOID if amount exceeds \$5,000.00)

Original/Blue forward to Purchasing Dept.; Yellow, Authorized Signator; Pink, Contractor

Independent Contractors

I. Board Policy #15-465

Employee vs. Independent Contractor

The Board recognizes the need for and will compensate for personal services in accordance with the following criteria:

1. Individuals who offer their services to the public as a normal part of their business will be considered independent contractors.
2. Any person who is already an employee of the college cannot also be considered an independent contractor by the College of DuPage except for payments under intellectual property rights (Board Policy #15-195).
3. All other individuals under the direction of the college and paid by the college will be hired as employees through established procedures and paid through the payroll system.

II. Board Procedure for Policy #15-465

Agreements with independent contractors for services of \$5,000 or less will be arranged through use of an Independent Contractor Agreement. The Independent Contractor Agreement also serves as a requisition and requires proper budget accounts and approvals.

Agreements with independent contractors in excess of \$5,000 will be arranged through the use of an individualized contractual agreement. The development of the contract will be through the office of the Vice President of Administrative Affairs. A purchase order requisition must accompany the contractual agreement.

Only one payment is to be made for independent contractor services. This single payment will be made only after the completion of the contractual services.

Agreements with regular college employees for additional compensated services will be arranged through the appropriate college offices through the payroll system except for payments under intellectual property rights (Board Policy #15-195).

III. Instructions For Completion of Independent Contractor Agreement

A. PRIOR to Performance of Services

Complete Part I of the Agreement:

1. The attached FORM W-9 must be fully completed, signed, dated and returned with the Independent Contract Form in order for payment to be made.
2. Be sure that all applicable parts of the form are filled in; Obtain authorizations.
3. Always provide contractor with a copy of the agreement.

Wait to distribute other copies until after completion of Part II.

Payment will not be made unless contractor's original signature in ink appears on the agreement. Payment is to be made only after completion of the contractual service.

B. AFTER Performance of Services

Complete Part II of the Agreement:

1. College Authorized Signator must sign to indicate department's acknowledgement of satisfactory completion of contractual services.
2. Submit form to Purchasing Department, which will then begin processing and will forward to Accounts Payable for payment.
3. Independent contractors whose annual total payments equal or exceed \$600 in a calendar year or as directed by the Internal Revenue Service will be issued a Form 1099-MISC showing this total. A copy to the 1099-MISC will be forwarded to the Federal Government as required.



Marek, Robert

From: Mitchell, Barbara Jo
Sent: Tuesday, April 10, 2018 3:47 PM
To: Marek, Robert
Subject: RE: Independent Contractor Question

Hello Bobby,

Sorry – here is the number #5309001

Thanks

From: Parks, Wendy
Sent: Tuesday, April 10, 2018 2:32 PM
To: Marek, Robert <marekr@cod.edu>
Cc: Mitchell, Barbara Jo <mitchell@cod.edu>
Subject: RE: Independent Contractor Question

Hi, I've ccd Barb Mitchell who can assist.

Thanks!

From: Marek, Robert
Sent: Tuesday, April 10, 2018 2:18 PM
To: Parks, Wendy <parksw@cod.edu>
Subject: Independent Contractor Question

Hi Wendy,

For the attached IC agreement with Cindy Surman, can you please let me know what GL account to charge her services to? We are missing the object at the top right (01-80-00773-XXXXXXX). Please let me know.

Thank you,

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: marekr@cod.edu
Sent: Wed Apr 11 07:48:34 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu
-----Original Message----- From: marekr@cod.edu Sent: Wednesday, April 11, 2018 7:46 AM To: Marek, Robert Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]