

Information:

Drawer: Finance

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

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

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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



## 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.

# Invoice



2156 W. FULTON ST. #2000 CHICAGO, IL 60612  
312.455.1620 art@carrillophoto.com

June 21, 2018

Mark Brady  
College of Dupage  
Berg Instructional Center  
425 Fawell Blvd  
Glen Ellyn, IL 60137

Project: Environmental photo of College of Dupage Alumnus Dr. Kim Armour

Photo Date: 01/20/18  
Invoice: 1806020

DESCRIPTION	QTY.	RATE	AMOUNT	TOTAL
<b>DESCRIPTION</b>	<b>QTY.</b>	<b>RATE</b>	<b>AMOUNT</b>	<b>TOTAL</b>
<b>Photographer Fees:</b>				
Strobe Photography Fee	2.5	\$250.00 per hour	\$625.00	\$625.00
Usage	Unlimited use, all imagery	Included	Included	Included
<b>Expenses:</b>				
Minor Color Adjustment	1	\$25.00 per hour	\$25.00	\$25.00
Image Processing	1	\$25.00 per hour	\$25.00	\$25.00
1 <sup>st</sup> Assistant	1	\$300.00 per day	\$300.00	\$300.00
Parking	1	\$50.00 per day	\$50.00	\$50.00
			<b>Total</b>	<b>\$1,025.00</b>