

Information:

Drawer: Accounts Payable - Invoices

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

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

Invoice Number: C910021

Invoice Date:

PO Number:

Check Number: 0272572

Check Amount: \$ 250.00

Check Date: 09/15/2020

Voucher Number: V0644299

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

College of DuPage
*** Independent Contractor**
Agreement

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

* After final approver signs the completed form, send to invoicing@cod.edu.

VENDOR NUMBER				
1616725				
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	20	00423	5309004	250.00
APPROVED-Supervisor, Purchasing				DATE

PART I. Complete PRIOR to performance of contractual services.

Name Gavin Van Horn Tax I.D. #/S.S. # [REDACTED]
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM). (ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number (847) 757-9173 (No college employee may be paid as an independent contractor.)

Street 538 Bluestem Ln

City, State, Zip Code Grayslake

Agrees to perform on 8/31/20 the following services for the College of DuPage:
DATE (S)

panel member for "art and environment"

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

The sum of \$ 250.00 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.

Anthony Ramos Digitally signed by Anthony Ramos
Date: 2020.09.04 08:53:23 -05'00'
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.

SIGNATURE OF INDEPENDENT CONTRACTOR

Gavin Van Horn

DATE

08/31/2020

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.)

Anthony Ramos Digitally signed by Anthony Ramos
Date: 2020.09.04 08:51:19 -05'00'
COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

APPROVED
EUGENE REFAKES
09/14/20

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

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.

From: acctpay@cod.edu
Sent: Fri Sep 04 15:05:01 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: 20FA Independent Contractor Forms

-----Original Message----- From: Burns, Paula Sent: Friday, September 4, 2020 9:05 AM To: Accounts Payable
Cc: Ramos, Anthony Subject: 20FA Independent Contractor Forms Hello, Attached are two Independent Contractor forms. Unfortunately, both documents were not submitted to our office for processing until the event took place and I wasn't able to obtain signatures prior to event. There was some confusion regarding the program and the process for payment. Also, I submitted requests for vendor numbers and just received them yesterday. Please let me know if you need any other information. Thank you. Paula Paula Burns Administrative Assistant College of DuPage Arts, Communication, and Hospitality Division 425 Fawell Blvd. Glen Ellyn IL 60137 burnsp@cod.edu 630-942-4209 -----Original Message----- From: Ramos, Anthony Sent: Friday, September 4, 2020 8:57 AM To: Burns, Paula Subject: RE: Independent Contractor Forms - Signature needed HI Paula, Thanks for this, yes please send an explanation for the forms. Could you also reach out to see if there are any upcoming visiting artists for this month and next that we need forms pre-signed for? Thanks, Anthony -----Original Message----- From: Burns, Paula Sent: Friday, September 4, 2020 7:41 AM To: Ramos, Anthony Subject: Independent Contractor Forms - Signature needed Hello Anthony, Attached are two Independent Contractor forms to be signed. Unfortunately, the Visiting Artist event took place on 8/31 and I did not receive the paperwork until after that time. There are two places on the form for you to sign. The field that is in the middle of the document, should be signed prior to the event; the second field is at the bottom of the page after the event. I may need to supply an explanation as to why the form was not signed sooner. Thank you. Paula Paula Burns Administrative Assistant College of DuPage Arts, Communication, and Hospitality Division 425 Fawell Blvd. Glen Ellyn IL 60137 burnsp@cod.edu 630-942-4209

[attachment: G Van Horn Independent Contractor Agreement.pdf]