



Independent Contractor (Consultant) Instructions
Revised 2/25/2010

1. Complete Independent Contractor Checklist.
2. Complete Independent Contractor Agreement.
3. Complete Purchase Order.

THE PURCHASE ORDER MUST INCLUDE THE FOLLOWING INFORMATION:

**NAME OF INDIVIDUAL
BUSINESS ADDRESS AND PHONE NUMBER
SOCIAL SECURITY NUMBER
DATES OF PERFORMANCE (FROM...TO)
METHOD OF COMPUTATION (HOUR, DAY, OR JOB)
AMOUNT OF PAYMENT
A TOTAL NOT TO EXCEED AMOUNT**

4. Attach a copy of the proposed Independent Contractor's resume, curriculum vita or similar documentation to the Purchase Order
5. Forward the signed, completed Purchase Order with Independent Contractor Checklist and Independent Contractor Agreement with appropriate documentation to VMRF Purchasing at 151A.
6. Once the Purchase Order has been approved, a copy will be returned to you with an assigned number.

**INDEPENDENT CONTRACTORS MUST NOT BEGIN SERVICES UNTIL
REVIEW AND APPROVAL BY VMRF PURCHASING HAS BEEN
COMPLETED AS EVIDENCED BY A VALID PURCHASE ORDER NUMBER.
PAYMENT WILL NOT BE MADE FOR WORK PERFORMED PRIOR TO THE
DATE OF THE PO# ASSIGNMENT.**

ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.