OVPIT INDEPENDENT CONTRACTOR APPROVAL PROCESS

1. Division/Unit Leader completes the UITS Independent Contractor Request Form and emails completed form to Dan Calarco for review

2. Dan will review the form, ask questions if necessary, then forward to Brad for approval

3. Brad’s approval/disapproval will be emailed back to the requesting Division/Unit Leader

4. Division/Unit Leader (or their delegate) completes the Fireform required for routing (choosing Engage Independent Contractor from the dropdown menu) to President McRobbie for his review/approval. **Brad’s approval must be attached to the Fireform.**

   Fireform link [https://iuvpcfo-fireform.eas.iu.edu/online/form/authen/uamodexception](https://iuvpcfo-fireform.eas.iu.edu/online/form/authen/uamodexception)

5. If approved by the President, approval will be returned to the email address of the Fireform submitter

6. Requisition can then be created and routed with President’s approval attached