

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://iuvpcf-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