UITC Independent Contractor Engagement Request Form

Unit Review
Each unit must conduct its own rigorous internal review of any request before submitting this form to determine if internal personnel can be used in lieu of engaging an Independent Contractor or renewing a current Independent Contractor engagement. If possible, make every effort to reallocate duties internally in the short term to avoid the need to engage an independent contractor.

Proposed Contract Value:
$

Proposed Date for Work to Begin and End (MM/DD/YYYY):
Begin: 
End: 

Level of Urgency - choose one:
1) Mission Critical
2) Important for Core Functions
3) Important for Growth or Strengthening

Provide a short description of the business need associated with the work to be performed by the Independent Contractor (Important: Please speak to how this work could increase IU revenue or enrollment, if applicable):

Describe how this request positively impacts IU (Important: Please also speak to the potential downside or risks associated with this request being disapproved):

Funding Information (Responsibility Center – 94, Organization Code – VPIT):
List the account number and sub-account to be used to fund this request (if needed, list multiple acct/subs and the amounts to be split between them):

Requestor Details:
Name:
Email Address:

*Once all information is completed above, the Division/Unit Lead should submit this form via e-mail to Dan Calarco at dcalarco@iu.edu with the Subject “Request for Independent Contractor”.*