**I.C. Single Payment Without Purchase Order**

1. **Requestor** decides that independent contractor services are needed before services begin.
2. Requestor obtains quote from contractor for services and completes Independent Contractor (I.C.) form.
3. Requestor requests contractor signature on I.C.
4. Contractor returns signed contract and IRS W-9 form to Requestor.
5. Requestor obtains signature on I.C. from a District or Campus Employee to whom the Board of Trustees has delegated contractual authority OR submits I.C. to Board for pre-approval.
6. Requestor sends one copy of the completed and authorized I.C. form to Contractor.
7. Requestor sends invoice and copy of I.C. and W-9 to District Accounts Payable.
8. District Accounts Payable matches invoice to I.C. and pays the invoice.
9. Independent Contractor completes services and sends invoice to Requestor.
10. Independent Contractor sends check to Requestor.