

SUPPLIER REQUEST FORM CHECKLIST

Intended to support information collection necessary to submit a complete New Supplier Setup Request.

Supplier Legal Name	
Supplier Country of Origin	
Supplier Legal Structure*	
Supplier Contact Name	
Supplier Contact e-mail	
Supplier Contact Phone	
Supplier Contact Address	
Is a current student?	YES NO
Is current employee or business entity owned by employee or employee spouse/child? *	YES NO
Description of Services/Product	KNOWN

FCOE	
USF Employee Full Name	
USF Employee ID Number	
Approved FCOE number	

Non Resident Alien	
Location of the work	
Travel Dates	

Independent Contractor	
Nature of the work relationship	KNOWN
Proof of Business (Business license/registration; client list; screen shot of website; business cards/advertisements; attestation of professional services)	KNOWN



Independent Contractor – Nature of the Work Relationship	YES	NO
<p>Will the payee supervise any USF employees, Students or other independent contractors paid by USF?</p> <p>Is the payee the primary provider of instructional/teaching/workshop services needed to conduct classes or courses offered by USF, USF Continuing Education or a USF Department or Unit?</p> <p>Is the payee a Principal Investigator or Co-Principal Investigator on a USF administered grant or a USF project?</p> <p>Will the payee be supervised by or report directly to a USF employee who has the right to change how the individual does the job?</p> <p>Does the individual have an established business and/or are providing similar services to customers other than USF?</p> <p>Is the work performed a key aspect of the regular business of the hiring USF department (job normally performed by USF employee)?</p> <p>Is the prospective payee/independent contractor using experience or expertise gained doing similar work as a current or former USF employee in providing the service?</p> <p>Is USF providing assistance to the payee/independent contractor such as facilities, personnel support, supplies, equipment, etc.?</p> <p>Is USF providing training or education concerning procedures to be followed and methods to be used by the payee/independent contractor in performing the services?</p> <p>Is there a regular or on-going relationship with the prospective payee/independent contractor (for example, are you paying the payee/independent contractor more than once or engaging the payee/independent contractor over multiple years)?</p> <p>Is USF required to pay the payee/independent contractor regardless of the quality or completeness of the work (is the compensation of the work subject to profit and loss)?</p> <p>Is the intended supplier a former or current USF employee (including student employment), and the engagement is anticipated to occur in the same calendar year of employment?</p> <p>Is the work to be performed a key grant deliverable and the individual is only working for USF (lacks proof of business)?</p>		