Step 1: BU submits required forms to HR.

Step 2: Based on IC Determination Form, can we contract as IC?

Step 3: FA inputs IC into system as Vendor

Step 4: RM reviews insurance-related documents.

Step 5: Procurement negotiates and executes IC service agreement

- BU engages IC
- If IC cannot meet insurance requirements and insurance requirements cannot be waived, cannot contract with IC.
- Requisitions cannot be submitted until all preceding steps are completed.
- Contract with IC