

From: [PCBO Subscription](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] REVISED: Independent Contractor Forms
Date: Friday, August 18, 2023 3:54:37 PM
Attachments: [image002.png](#)
[image003.png](#)
[Human Resources Contractor Consultant Determination Form.pdf](#)
[ATT00001.txt](#)



Partners in Campus Business Operations

REVISED: Independent Contractor Forms

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Sent On behalf of: Procurement & Contracts

Hello Campus Partners,

The Independent Contractor (IC) Agreement template and the Instructions on the [Procurement website](#) have been updated.

The HR Contractor-Consultation Determination Form now contains a field indicating whether a background check is required. The Office of Human Resources is responsible for determining if the background check is required and for completing that section of the form. See the example below. A PDF of the determination form is attached for your reference only.

Human Resources			
HR Analyst Name	Signature	Date Signed	Determination
Select...	Background Check Required?	Background Check Type	
HR Comments:			
Completed by Human Resources			

If Human Resources indicates a background check is required, please use the template "[Independent Contractor Agreement – Background Check Required](#)" and ensure Rider B, the last page of the Independent Contractor Agreement, is completed and signed by the Independent Contractor.

Independent Contractor Forms:

- **CSUSM and Foundation Only (Both business units will use the same forms)**
 - [Instructions for submitting an Independent Contractor Agreement](#) - Rev. 08/10/2023
 - [Independent Contractor Agreement](#) - Rev. 01/20/2023
 - [Independent Contractor Agreement – Background Check Required](#) - Rev. 08/10/2023
 - [Independent Contractor Invoice Template](#) – Rev 12/12/2022
 - This template may be used by the IC to develop an Invoice pursuant to the IC Agreement.
 - [Background Check Compliance Statement](#) - Rev. 08/2023

As a reminder, each new IC Agreement should be pulled from the [Procurement website](#), as these forms may be updated at any time.

This new process should be followed going forward. If you have any questions or want additional training, please contact lswensen@csusm.edu.

Thank you.

Procurement & Contracts
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