

Date:

## Preapproval Questionnaire for Engaging Independent Contractors

### PART ONE

<b>Vendor/Company Name:</b>		<b>Company Owner:</b>	
<b>Vendor/Company Address:</b>			
<b>Dept:</b>	<b>Dept Contact Name &amp; Ext:</b>		Yes    No
1) Is the individual/company owner a current or recent (within the past twelve months) employee of BYU? If unsure, please contact Denise Haney (2-7534) or Andy Morgan (2-0220). Note: If yes, may not qualify as Independent Contractor.			
2) Description of services to be performed:			
3) Length of engagement: _____ days at _____ hours per day _____ weeks at _____ hours per week _____ months at _____ hours per month		4) Estimated total payment for this project:	
5) Do you expect to use this same individual/company for other projects/contracts during the next 12 months? If Yes, please provide the estimated cumulative total for this tax year			

### PART TWO

**If total payments for this or a future tax year will surpass \$3,499, complete the questions below.**

6) Does the individual solicit, accept similar business, or have other clients besides BYU? If Yes, please provide evidence of other clients & company/business website			
7) Are the individual's responsibilities similar to those of current BYU employees on campus?			
8) Is the individual going to supervise BYU employees?			
9) Will this individual need to be trained to perform these services in a particular manner (as opposed to using his/her own expertise and training)?			
10) Is the service provided a key aspect of the core function/purpose of the department's ongoing, regular activity?			
11) Are this individual's services required to be rendered personally (as opposed to the individual being able to delegate to a non-University person of his or her choice)?			
12) Does BYU pay the individual based on hours/days worked (rather than lump sum for total job)?			
13) Does the individual have an investment in or own the tools, equipment, or facilities customarily required to perform the services? (If tools, equipment, or facilities not required, mark "N/A".)			
14) Has the individual obtained a business license, professional license, professional training, or insurance/bonding for this type of service?			
15) Will the individual(s) need any OIT Services, accesses, entitlements, etc.? If Yes, please specify			
16) Will this contractor be assigning any current or recent BYU employees to work on BYU projects? If yes, provide employee name.			
17) Additional relevant details of services, terms, and conditions related to this engagement:			