

CMDI Finance: How to Hire an Independent Contractor (Scope of Work / SOW)

Once you know that you would like to hire/pay an independent contractor, before they begin working for you we need to register them as a supplier in Marketplace and have them sign a Scope of Work contract with the University. Please submit all contractor requests at least two weeks in advance in order for us to collect all of the necessary signatures and documentation required by CU.

To start, fill out the [CMDI Independent Contract Request Form](#). You will need to collect the following information:

- Contractor's first and last name
- Address for payment
- Phone number
- Email address
- Estimated dates of work start and finish (all invoices submitted must fall inside these dates in order for us to pay them)
- Contractor's Citizenship – NOTE: in general, CU's tax policy does not allow us to hire foreign nationals as independent contractors.
- Is the contractor a current or former employee of the University of Colorado?
- Is the contractor retired and currently receiving PERA benefits?
- Has this contractor been hired previously as a contractor at the University of Colorado?

In addition, please be ready to provide a detailed description of the services/work this contractor will provide, as well as a quote for these services and a payment timeline (one-time, or multiple payments)

Once you have completed this form, CMDI Finance will fill out the appropriate paperwork and contact you with the next steps.

Questions? Please contact CMDIFinance@colorado.edu.
