Scope of Work (SOW) Instructions

*to hire an Independent Contractor (individual) using a SSN, whether as an individual or using a DBA (company)

1. Fill out FSC Marketplace request form
2. Fill out the on-line scope of work form
   https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/scope-work-sow-independent-contractor
   -*view instructions for completing the on-line SOW form*
3. Send approved SOW form and completed FSC marketplace form to your business office contact via email and include the following:
   -recipient phone number
   -recipient email address
4. Send in invoices to pay independent contractor
   -see "how to pay invoices" document under Invoice Procedure

Once all information is received in **one email**, the business office will:

1. Review approved SOW form
2. Request a link be sent to the independent contractor
   -independent contractor will then enter their information to be set up in Marketplace as a vendor
3. After the above 2 steps are completed, the business office will forward all forms to Lisa Livdahl in the FSC for processing in Marketplace

The process may take around 1-2 weeks before the independent contractor is set up in Marketplace. Why:

1. Time to get on-line SOW approved by HR (2-3 business days)
2. Time to get independent contractor set up and approved as a vendor in Marketplace (time depends on how fast the independent contractor enters their info)
3. Time for FSC to process (2-3 business days)

The independent contractor will need to send invoices to be paid. PO's are set up for multiple payments (invoices) to the independent contractor over time, while one-time services are paid on a payment voucher. Invoices should contain:

1. Payee name and address
2. Business name (if applicable)
3. Invoice number (unique to each invoice)
4. PO number (if applicable)
5. Total amount being invoiced
6. Date(s) of service (must be within SOW dates)
7. Detailed list of service(s)