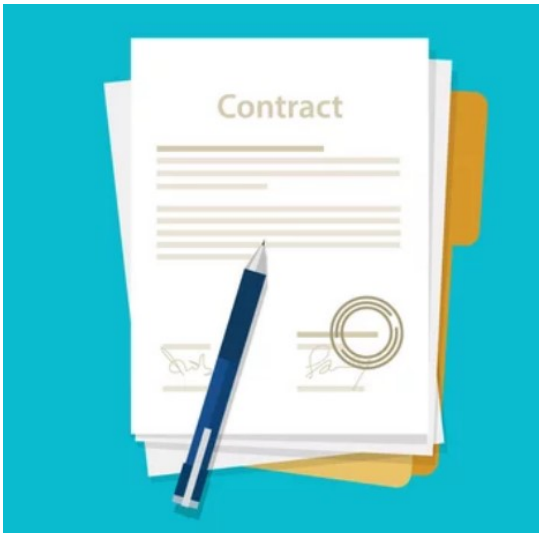


OCTOBER 2021



**Independent Contractor versus Employee**

When obtaining services provided by an individual, an evaluation may be needed to determine whether they should be classified as an employee or an independent contractor. An independent contractor is typically a self-employed person who provides services or a specific task that is outside the normal scope of a university employee. This individual dictates when, what and how work is performed. Clear evidence to support classifying an individual as an independent contractor should be obtained before completing a Professional Service Agreement. Please contact [Jill Thrasher](#) in Payroll with questions or for assistance in making a determination.

**Supplier Updates**

With invoice and supplier fraud on the rise, Accounts Payable is asking for departments' help with ensuring accurate supplier information prior to submitting an invoice or non-catalog requisition request. Our suppliers are more likely to work with their departmental contacts with requests to provide updated information (i.e. address or banking changes). Verifying that supplier information in eBusiness is current on the front end will also help to avoid delays in payment processing as well as returned payments.

The address in eBusiness should match the **Remit To** address shown on the invoice. The Supplier Lookup instructions below will guide you on how to identify if the addresses on file are accurate. If your review determines that the correct address is not in eBusiness, please work with the vendor to submit a new Supplier Form via [DocuSign](#). Once the vendor is updated, you can then submit your invoice to Accounts Payable. If you are using a PO for payment, the address should be verified and updates should be made before the requisition is created.



[Supplier Look-up](#)

[Supplier Forms](#)



**Clothing Purchase Update**

There has been an update to the University's clothing purchase guidelines to help clarify when a purchase is considered a uniform, and when it would be considered a gift and therefore potentially taxable. Please review the updated guidelines at the link below.

[Clothing Purchase Guidelines](#)