**Finance Service Portal Link**

<https://services.ku.edu/TDClient/631/Portal/Home/>

**Independent Contractor Payment Request**

**Prior Funding Approval Required**

**Any payment that exceeds $1499. Will require General Counsel Approval. Please work directly with Lisa Shaw.**

**International Guest-Please work with Lisa Shaw.**

**Prior Approval Required!**

**Visa documentation will need to be reviewed prior to confirmation with the guest!**

**Purpose:**

**The Independent Contractor Payment Request form replaces the need to submit an Invoice Payment Form/Contractual Services Form and an Independent Contractor Decision Tree as attachments. This form consolidates the two processes. Use this form to submit payment requests for Independent Contractors who did not provide an invoice at the conclusion of services.

This form may be used to pay an individual (Supplier) who is to be paid a fee for a guest lecture, editing, proofreading, student performance, participation or general labor services, not exceeding $5,000.00.

Other payments must be supported by a written contract, which has been reviewed and approved by KU General Counsel or KUCR, prior to the performance of services.

Payments must be paid as a single sum directly to the Supplier. This payment includes all agreed upon amounts for fees, and reimbursement of travel, lodging, meals, and other related expenses. Direct payment to travel agencies and lodging establishments on the Supplier's behalf are allowed.

*Note: No high school students may be hired as an independent contractor. If the person is under 18, contact KU Human Resources (864-4946) for guidance regarding employment for those under 18.***

[Submit an Independent Contractor Payment Request](https://services.ku.edu/TDClient/631/Portal/Requests/TicketRequests/NewForm?ID=RO8TEC8bnmE_&RequestorType=Service)