

Notice Re: Contract Template
4/3/19

The Offices of the Controller and General Counsel have worked together to produce a single, standardized contract template to be used in all independent contractor arrangements (including guest speakers). Use of this template considerably minimizes the time needed for legal review and is being implemented to facilitate a streamlined and improved experience in processing these transactions. Legal review of the approved template takes 5 days, whereas the review of non-template contracts takes 15 days.

Note that the turnaround time of 5 days is conditional on the template being completely (100%) unmodified. The changing, removing, or marking up of template language (even if seemingly minor) requires a lengthier review process and will fall under the 15 day timeline. Templates with attachments, special requests or open items will also fall under the 15 day timeline.

Use of the new template is effective immediately. Please do not use any of the old versions as this will create delays. Old versions that are submitted for review will be returned to you for conversion to the new format, however if you have an old format in process that is too far along to change, please note this when you submit the contract for review.

All contracts, including templates, must be submitted and signed prior to start of the delivery/performance of services.

The contract template can found at: WPCconnect>Employees>Finance>Accounts Payable>*Independent Contractor Agreement Template*.

If you have questions or comments, feel free to contact the Office of the Controller: Glenda Jara x2845 or Patty Stewart x2868.