

Steps to Encumber Funds for Independent Contractors

1. Department contacts independent contractor to provide services to UNCSA.
2. Department completes the temporary/independent contractor form 303 (leaving Banner Vendor # field blank).
3. Form 303 is sent via email to departments for electronic signature/approval.
4. Once approval is obtained, department initiates a Professional Services Agreement and secures signatures and has independent contractor fill out a vendor information form.
5. The vendor information form is submitted to Purchasing via fax, email or mail.
6. Purchasing adds vendor information in Banner Finance for a vendor number.
7. Department completes a requisition via Banner Finance.
8. Purchasing processes the purchase order and submits it to department.
9. Department adds the vendor number to the blank Banner Vendor number field on the 303.
10. Department submits the original copy of the Professional Services Agreement and the 303 with the vendor number to Purchasing and a copy to Accounts Payable.