

Independent Contractor (Vendor) / Student Involvement

This form allows you to determine what vendor packet is appropriate. **PICK ONLY ONE OPTION!**

V1. The contractor (vendor) does not come on campus & only sells services or products from afar. The minimal campus contact is limited to supervised deliveries & pick-ups at most. ____ Yes ____ No

_____ (staff signature)

_____ (Independent Contractor signature)

COMPLETE
VENDOR PACKET
V1 or V1E
(NO EXPOSURE)

V2. The contractor will **ONLY** be around a group of students (never alone with students) **BUT ALWAYS WITH** a sponsor /staff member present and **NO MORE THAN FIVE DAYS?** ____ Yes ____ No

_____ (staff signature)

_____ (Independent Contractor signature)

COMPLETE
VENDOR PACKET
V2 or V2E

MAINTENANCE/GROUNDS - TECHNOLOGY - FACILITY PLANNING - TRANSPORTATION - POLICE
***** ONLY WHEN APPLICABLE *****

SOME DEALINGS MAY WARRANT VENDOR PACKET (V3)

V2 (b). The contractor may be here **MORE THAN FIVE DAYS** and may through the performance of their services be around a group of students but will **NEVER** be with students alone. **This contractor will ALWAYS be accompanied by a Professional Employee.** ____ Yes ____ No

_____ (staff signature)

_____ (Independent Contractor signature)

COMPLETE
VENDOR PACKET
V2 or V2E

V3. The contractor has the opportunity to be **ALONE** or with a group of students or will be here **MORE THAN 5 DAYS IN AGGREGATE** with students on campus? ____ Yes ____ No

_____ (staff signature)

_____ (Independent Contractor signature)

COMPLETE
VENDOR PACKET
V3 or V3E
INCLUDES
BACKGROUND CHECK