

# Intent to Make Payment to an Outside Party

Please include all payments to individuals for as far ahead as you are able to schedule. Due to the regulations and processes that need to be completed in order to approve payment, it's important for us all to plan ahead to ensure that documentation is completed in a timely manner.

**This form should be submitted at least four weeks before the visit or event is scheduled or work is slated to commence, even if the specifics are uncertain.** We need time to determine if they are an Independent Contractor, business entity, or dual employment candidate, and to process the appropriate approval forms for each type.

*Unlike previous years, we will not be able to accommodate last-minute or after-the-fact requests for contractor payment!*

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**YOUR NAME**

**EMAIL**

**PHONE**

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CONTRACTOR NAME

CONTRACTOR EMAIL

EVENT / JOB

DATES

SOURCE OF FUNDS

NOTES AND QUESTIONS

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CONTRACTOR NAME

CONTRACTOR'S EMAIL

EVENT / JOB

DATES

SOURCE OF FUNDS

NOTES AND QUESTIONS

Date Submitted: \_\_\_\_\_