From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Independent Contractor Agreement Process Updates
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Independent Contractor Agreement Process Updates

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Sent on Behalf of: Procurement & Contracts

Hello Campus Partners,

With the upcoming rollout of the **CSUBUY Procure-to-Pay (P2P)** system scheduled for **November 18, 2024**, we would like to inform you of updates to Procurement & Contracts Independent Contractor website and process. Please see the **Independent Contractor website** to view the updates.

Process updates include the following:

1. The Independent Contractor Agreement is no longer required. A Scope of Services for Independent Contractors will replace the agreement. Please complete this document and attach it to your CSUBUY P2P Independent Contractor Form (requisition).

2. The process has been updated to reflect the change to the new CSUBUY P2P system, which includes a new streamlined HR review within the P2P system and an Independent Contractor Form (requisition process).

If you have any questions on the updates or changes, please contact **lswensen@csusm.edu**. For information on the new CSUBUY P2P system, trainings, and Procurement Office Hours, please visit **https://www.csusm.edu/procurement/procurementservices/csubuy_p2p/csubuy_p2p.html.**

Thank you.

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