

Texas Woman's University Requisition for Individual Services

This form was created to determine whether an individual must be paid through the Office of Human Resources or the Procurement Office at Texas Woman's University. Please answer the following questions regarding the individual performing the service.

Name:

Social Security Number:

Address:

1. Does the individual have their own place of business and perform similar services for others on a regular and consistent basis?

Yes No If yes, please list business name:

2. Can the individual realize a profit or loss for this work for TWU? Yes No

3. How did the worker obtain the job?

Application
Bid
Employment Agency
Other (Specify)

4. Does the individual have the right to engage assistants without prior approval of TWU?

Yes No

5. Does the individual have personal responsibility for what must be done to perform the services and how it must be done without training or supervision being performed by TWU?

Yes No

6. Does the University determine the method by which day-to-day work is accomplished?

Yes No

7. Is this a temporary arrangement with the individual?

Yes No If yes, please list duration:

8. Has this individual performed services for TWU this calendar year?

Yes No If yes, please list dates:

9. Is this individual liable for damages for early termination without cause?

Yes No

The above is true and correct to the best of my knowledge:

Supervisor Signature

Department Head Signature

TWU Payroll

Please return the completed and approved form to the Procurement Office