**UCI PROCUREMENT SERVICES**

**CLASSIFICATION WORKSHEET FOR INDEPENDENT PERFORMERS**

|  |  |
| --- | --- |
| Performer’s Name: | Click here to enter performer’s name. |
| Performer’s E-mail: | Click here to enter performer’s email. |
| Name of Company (if applicable): | Click here to enter company name or N/A. |

|  |  |
| --- | --- |
| Requesting Department: | Click here to enter department. |
| Performance Name: | Click here to enter performance name. |
| Performance Date: | Click here to enter performance date. |

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Is the performing individual currently employed by UC? |  |  |
| Was this individual a University employee at any time during the past 12 months? |  |  |
| Was the selection of this individual made or influenced by a near-relative who is a UC employee? |  |  |
| Will the payment for the performance be greater than $2,000 or longer than 30 days in duration? |  |  |

If all of the questions have been answered with a “NO”, then the department may:

1. Initiate a KFS Requisition
   1. Onboard the individual into KFS (if not yet in the system);
   2. Attach this checklist to the requisition
2. After the KFS Requisition is approved by the department’s fiscal officer, Contracts Services shall approve the resulting Purchase Order subject to the [UC Terms and Conditions of Purchase](https://www.ucop.edu/procurement-services/_files/uc-terms-and-conditions-of-purchase.pdf).

If any of the above questions have been answered with a “YES”, please contact Human Resources at (949) 824-7276 for additional assistance.

Department Delegated Authority Signature

Date Signed: Click here to enter a date.

Name: Click here to enter text.

Title: Click here to enter text.

Prepared By: Click here to enter text.

Date: Click to enter a date.

**Note**: In case of group performances -

1. For payments to individual performers, fill out a form and KFS requisition for each performer;
2. For payment to a group leader, only fill out the form and KFS requisition for the leader.

If you have any questions about this form, call Procurement Services at (949) 824-6516  
or email [contracts@uci.edu](mailto:contracts@uci.edu).