

Purchase Requisition for an Independent Contract Agreement (ICA)

The screenshot shows the BusinessPLUS Purchasing - Purchase Requests interface. The main window displays a purchase requisition for PR: R731161, PO: [blank], Status: PR, Sec Cd: A008, and Date: 11/30/2016. The vendor is ANG MOBILE DJ (113029) and the item is DJ for winter dance (0001). The interface includes a left sidebar with Favorites, Links, Workflow, Attachments, Tools, and Reports. The Attachments section is highlighted with a red box and contains two sub-sections: Attachments for Purchase Document and Attachments for Item Details. A blue callout box points to the Attachments for Purchase Document section, and a green callout box points to the Attachments for Item Details section. The Req. Codes tab is circled in red, and a red dashed arrow points from it to a detailed view of the Req. Codes section below.

Attachments for Purchase Document

- Add Attachment
- Add Threaded Note
- View Attachments**
 - ANG Contract Review
 - ANG vendor contract
 - ANG W-9
 - ANG Insurance
 - ANG ICA

Attachments for Item Details

- Add Threaded Note

Item Nu	Vendor Item Nu	Quantity	Units	Description	Unit Price	NL ACCOUNT
0001		1		DJ for winter dance	1,500.00	NL 10-100-1000-63600-520-0000
0002		0			0.00	NL 10-100-1000-63600-520-0000

These 2 items may also be attached if applicable

These 3 items should always be attached

Details Dates Blanket **Req. Codes** Misc.

Req Codes

IC	AT			

1. When entering a PR for your ICA, be sure to select the Req. Codes (requisition codes) which are mandatory for all ICA's: **IC** (Independent Contract) and **AT** (Attachments).
2. Once you enter the lines items for your PR and save (✓ Record Accepted), you can attach your ICA documents to the PR: ICA, Insurance, W-9. You may also attach the vendor's contract and contract review form when this applies. (See job aid for attaching items to a PR.)