



EAST TEXAS A&M
UNIVERSITY

INTERNAL INVOICE

Section A: Procurement Information

Vendor Name: _____

Vendor Remit to Address: _____

Date(s) of Services Performed: _____

Description/Scope: _____

Amount Due: _____

Attach financial schedule if one is provided

Invoice Date: _____

This should be the last date of the services performed.

Section B: Employee vs. Independent Contractor

The individual performing the work MUST be paid through Payroll, if any of the following conditions is true:

1. A current employee of East Texas State University ("ETAMU") or the Texas A&M University System ("TAMUS").
2. A former employee of ETAMU or TAMUS returning to perform the same or familiar duties of their former ETAMU or TAMUS employed position.
3. A non-employee performing the same of similar duties of a ETAMU or TAMUS employed position.
4. The worker does not have an established named business in which they are invested and have a risk of loss beyond the loss of pay.
5. The worker does not have an established named business that is advertised to others, thus making ETAMU or TAMUS their sole funding source.
6. There is any amount of control over how the work is being performed.

I certify that all information is true and that I do satisfy the conditions as an Independent Contractor. I also understand that in the event that ETAMU is able to verify any of the following: (1) there is an employee status that compromises my status as an Independent Contractor, (2) that I, as an Independent Contractor, am in violation of the state of Texas' warrant hold statutes, Texas Code, Sections 40.055, 2017.008, and 2252.903, and (3) that I, as an Independent Contractor, am subject to an active exclusion, therefore currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency, that ETAMU is entitled to suspend the service described in the Scope above and its payments.

Signed: _____ Date: _____

Name: _____