

Supplier Request for Contingent Worker

Name: _____

Business Name (if applicable): _____

***W9 is required for all requests – Please attach the W9 with this form to your request in Workday or have provider send via (provided) password protected email to externalservices@andersonuniversity.edu.**

Is the service provider: _____ Current Student _____ Former Student

Please consult
provider if unknown.

_____ Current Employee _____ Former Employee

If former student or employee: List all known legal names

What services will be provided: Provide Detail

Expected Duration of Services: One-Time Service or Ongoing Relationship

Give level of interaction with students:

_____ one on one (in person or virtual)

_____ large group

_____ virtual (group)

_____ classroom

_____ minimal to none

*If the service provider is to have one on one, virtual (that is one on one), or substantial interaction with a student/students, please also attach the **Acknowledgement and Agreement for a Background Check** found on our webpage at <https://andersonuniversity.edu/business-office/external-services/>.

Disclaimer: If the service provider is expected to be in a classroom setting providing instruction and responsible for grading or in any other way is performing services similar to that of an AU employee, please reach out to externalservices@andersonuniversity.edu before submitting your supplier request.