



WYOCLOUD TIPS & TRICKS – REQUISITIONS

Greetings,

The WyoCloud Team wanted to send a recent change update that will save users time when entering requisitions for independent contractors. Independent contractors are defined by the University as any person or business who receives non-employee compensation completely separate from University operations.

Users will no longer be required to itemize the travel expenses (i.e., food, lodging, etc.) or other reimbursements for independent contractor costs on requisitions. All expenses (professional services, travel or other expenses) should go on **one line** using the **professional services category** and natural account (62001). *Users are not required and should not submit receipts for the travel-related expenses when using the professional services category for independent contractor costs.* The Agreement for Services, Statement of Work, Honorarium or Incentive Letter, or quote (under \$2,500) needs to be attached to the requisition. The [Employee/Independent Contractor Determination Worksheet](#) needs to also be attached for professional services \$2,500 and over.

For payment purposes, an invoice from the company needs to be sent to Payment Services. Actual receipts are not to be included.

Beginning January 1, 2019, all payments to independent contractors will be reported in Box 7 of their Form 1099-MISC. It will be the responsibility of the independent contractor to deduct bonafide business expenses on their business tax return and to retain related

documentation for their expenses. For more information on this decision, please see the attached documentation or contact the Tax Office at 307-766-2821 or tax@uwyo.edu.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu