

## **Scope of Work (SOW)** <sup>[1]</sup>

**Effective Date: 1/28/2015**

### **Purpose**

Used to describe the proposed services and compensation of an independent contractor, whether an individual or a sole proprietor operating under a Social Security Number.

Email completed form to [SOW@cu.edu](mailto:SOW@cu.edu) <sup>[2]</sup>. Employee Services (ES) reviews the completed SOW form to decide if the service provider will be performing the work as an independent contractor. This determination is based on the nature of the relationship between the service provider and the University. (If the service provider is an international individual/sole proprietor or a foreign national in or outside of the U.S., then the SOW form is also reviewed by an international tax specialist.)

Service provider must sign before ES review. ES review must be completed prior to any work being performed.

**Note:** Payments for services to current University of Colorado employees must be processed in HCM.

### **Related Links**

- [Scope of Work \(SOW\)/Independent Contractor](#) <sup>[3]</sup>
- [International Payments: Required Documentation](#) <sup>[4]</sup>

### **Download the Scope of Work form below**

#### **Files:**



[Scope of Work Form](#) <sup>[5]</sup>

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**Source URL:** <https://www.cu.edu/psc/forms/scope-work-sow>

#### **Links**

[1] <https://www.cu.edu/psc/forms/scope-work-sow> [2] <mailto:SOW@cu.edu>

[3] <https://www.cu.edu/psc/collaborative-hr-services/cu-campuses/scope-work-sow/employee-services-procedural-statement> [4] <https://www.cu.edu/docs/international-ap-payments>

[5] [https://www.cu.edu/sites/default/files/policies/40565-scope-work-sow/files/form-sow\\_0.pdf](https://www.cu.edu/sites/default/files/policies/40565-scope-work-sow/files/form-sow_0.pdf)