

Commonly Used Business Forms and Documents

This document provides a list of the most commonly used forms and documents on the USC Business Services website and how to navigate to them from the home page (<http://businessservices.usc.edu/>). Some of these documents are located on pages behind the USC firewall and require a USC Net ID and password for access.

Please note that the links to the majority of these forms and documents will be listed on the right side of the page beneath the menu under **Related Documents**.

With regard to references to USC policies such as the Expenditure Policies and Procedures, links are provided in the content where applicable; however, it is recommended to go directly to the USC Policy (<http://policy.usc.edu/>) website to reference the policies in question.

Section/Document

Link

Purchases

Independent Contractor Agreement	Independent Contractors
Work Status Evaluation	Independent Contractors
Attachment A	Independent Contractors
Attachment B	Independent Contractors
Sole Source Justification Form	Buying Goods and Services
Professional Services Agreement	Buying Services
Photographer/Videographer Services Agreement	Buying Services
Internal Requisition	Forms and Documents
Purchase Order Terms and Conditions	PO Terms and Conditions

Payments

Expenditure Policies and Procedures	Reimbursements
Missing Receipt Declaration Form	Reimbursements
Maximum Rates	Maximum Rates
Direct Deposit Form (stipends and reimbursements)	Direct Deposit
Stop Payment Form	Lost Checks and Payment Errors
Check Cancellation Form	Lost Checks and Payment Errors

Suppliers

New USC Supplier Request Form	Working with Suppliers
USC's Completed W9 Form	Forms and Documents for USC Suppliers