

PAYMENT OF SPECIAL SERVICES CONTRACTORS

Requests for services of non-employees for payment of less than \$3,500 per location in a fiscal year period per contractor are paid from the Special Service Contractors Requisition and do not require prior Governing Board approval. See Board Policy 2025. Common types of special services contractors to be used on the Special Services Contractor Requisition include educational consultants, lecturers, artists, speakers, performing groups, athletic officials¹ and art models.

For payments \$3,500 or more per one fiscal year period, a Special Service Contract² must be used.

The payment process for non-employees is:

1. complete three copies of Special Service Contractors Requisition, (Exhibit A), including the certification section; and
2. submit the original copy to the District Office Accounting Department.

Existing employees who are employed for such services shall be paid on a payroll warrant using the appropriate means of compensation.

1 Not intended to be used for head, associate, or assistant coach positions.

2 Short form contract or other contract reviewed and approved by the Director of Purchasing and Contracts

Contra Costa Community College District

SPECIAL SERVICE CONTRACTORS REQUISITION
(For contracts less than \$3,500)

Name _____ Vendor ID No. _____
Last – First - Middle

Address _____
Number & Street City & State Zip Code

Payments to be made to (complete only if other than above): Name: _____

Address _____
Number & Street City & State Zip Code

Service to be performed:

Event: _____

- Educational Consultant Performing Group
- Lecturer Athletic Official
- Artist Art Model
- Institute Speaker Other (specify) _____

Hourly-Rate \$
Date(s) of Service Total Hours
Total Payment \$

Daily-Rate \$
Dates of Service
Total Payment \$

College _____ Date _____

Charge to budget account ____ - ____ - _____ - _____

Approved by _____
(Department or Division Head)

Payment instructions:

Approved by _____
(President or Designee)

- Send warrant in advance of date of service to President
- Mailed warrant to address indicated after date of service

CERTIFICATION OF PERFORMANCE OF SERVICE

The above services were performed on (date or dates) _____

Certified by _____ Date _____
(President or Designee)