

### 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 officials<sup>1</sup> and art models.

For payments \$3,500 or more per one fiscal year period, a Special Service Contract<sup>2</sup> 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.

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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
- Lecturer
- Artist
- Institute Speaker
- Performing Group
- Athletic Official
- Art Model
- Other (specify) \_\_\_\_\_

<b>Hourly-Rate \$</b>
Date(s) of Service                      Total Hours
<b>Total Payment \$</b>

<b>Daily-Rate \$</b>
Dates of Service
<b>Total Payment \$</b>

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)