

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 Services Contractors Requisition (Exhibit A) and do not require prior Governing Board approval. See Board Policy 2025. Completed Special Services Contractors Requisitions shall be submitted to the District Office Accounting Department for payment.

Common types of special services contractors to be used on the Special Services Contractor Requisition include educational consultants, lecturers/speakers, artists, performing groups, athletic officials¹ and art models.

Existing Employees

Existing employees who are employed for such services shall not utilize the Special Services Contractors Requisition. Existing employees shall be paid on a payroll warrant using the appropriate means of compensation.

Payments \$3,500 or More

For payments \$3,500 or more per one fiscal year period, regular purchasing procedures for Governing Board approved contracts, Purchase Orders and Blanket Purchase Orders apply. (See Business Procedures 9.45, 11.06, and 11.10)

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

Historical Annotation:

Administrative Procedure 3311.01, 10/12/76

Adopted 12/1/84

Revised 11/19/90, 8/15/00, 3/5/02, 5/28/13, 11/13/15, 6/6/17, 12/10/24

Related Board Policies:
Board Policy 2025, 5010

Contra Costa Community College District

SPECIAL SERVICES 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

Services to be performed:

Event: _____

- | | |
|---|--|
| <input type="checkbox"/> Educational Consultant | <input type="checkbox"/> Performing Group |
| <input type="checkbox"/> Lecturer/Speaker | <input type="checkbox"/> Athletic Official |
| <input type="checkbox"/> Artist | <input type="checkbox"/> Art Model |

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)