

**Antelope Valley College  
Business Services Area**

**Contract Consultant Pay Procedures**

The following forms are needed in order to hire an independent consultant:

- Purchase Requisition
- Request and Agreement for Contract Consultant Services
- W-9 IRS Form

The Purchase Requisition must be accompanied by a *Request and Agreement for Contract Consultant Services* **and** a W-9 form. No payments will be issued without these two documents.

The Board of Trustees must approve all payments to consultants. Board meetings are held the second Monday of each month. Purchase requisitions must be received in the Business Services Area *two weeks prior* to the board meeting.

**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT  
REQUEST AND AGREEMENT FOR CONTRACT CONSULTANT SERVICES**

Date \_\_\_\_\_

Name of Consultant \_\_\_\_\_

Title and Professional Affiliation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Services to be Performed \_\_\_\_\_

Dates of Service \_\_\_\_\_

Number of Hours \_\_\_\_\_ Days \_\_\_\_\_ Meetings \_\_\_\_\_ Projects \_\_\_\_\_

Rate of Payment \_\_\_\_\_

\$\$ per hour / per day / per meeting / per project

Additional Expenses \_\_\_\_\_

Mileage          Travel          Lodging          Meals

Total Estimated Payment + Expenses \_\_\_\_\_

Payment to be made upon completion  or as follows \_\_\_\_\_

Is formal contract requested? Yes  No  If yes, the Division/Department must furnish the terms and conditions to the Office of Business Services. If no, Consultant must sign below and return this agreement, along with a W-9, to the Business Services Area. ***Payment cannot be made without signature.***

Account to which services are to be charged \_\_\_\_\_

Requested by \_\_\_\_\_ Approved by \_\_\_\_\_

Dean/Director

Approved: \_\_\_\_\_ Date of Board Approval \_\_\_\_\_

Vice President

**AGREEMENT**

1. The undersigned hereby agrees to perform the services outlined above at the rates specified herein.
2. While engaged in performance of this contract, the consultant is an independent contractor and is not an officer, employee or agent of the College.
3. The District shall not be liable to contractor for worker's compensation, personal injury or property damage sustained by the Contractor in the performance of this contract whether caused by the college, its employees or by third persons.

Signed: \_\_\_\_\_ Social Security # \_\_\_\_\_