

**Antelope Valley College
Office of Business Services**

Contract Consultant Pay Procedures

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

- Purchase Requisition submitted electronically through PeopleSoft
- 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 approved in PeopleSoft workflow ***two weeks prior*** to the board meeting along with any necessary documentation. Not meeting this deadline will create delays in payment to the vendor.

*Use the attachments tab in PeopleSoft to submit these documents with your Purchase Requisition.

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 Office of Business Services. ***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 # _____