FPD GUIDE TO FUNDING REQUESTS

The process for funding can be confusing and frustrating. The Faculty Professional Development Committee would like to help you understand the process. This is **NOT** an official Business Services form (see Business Services webpage for official information). Instead, this is simply a checklist to help you follow the process.

The checklist is mainly for speakers, performers, lecturers, and independent contractors for Standard Contracts. There may be other steps necessary for other requests. Always check with the proper department if there are any questions.

ORDER OF PROCESS	DUE DATE	DONE
Complete *Request for Faculty Professional Development Funding* form. Submit to Academic Senate Office.	10-12 weeks prior to event	☐
After approval from FPDC, go to Business Services' webpage. Complete the *Request for Contract* form and *Scope of Work* form and have the Academic Senate President and College President sign the form. Submit signed form via email to Business Services (purchasing@avc.edu, subject line "Contract Request"). Obtain a signed W-9 form and invoice from the speaker/independent contractor and submit to the Academic Senate Coordinator.	8-9 weeks prior to event	☐
Purchasing will create a contract and send it to you. You have the other party review and sign the contract and return it to Business Services. The signed contract is processed and is put on the agenda for the next Board meeting. The contract is forwarded to the President for review and signature.	6-7 weeks prior to event	☐
After Board approval, the President's Executive Assistant will send fully-executed contract to the Academic Senate Coordinator. The Senate Coordinator will create a *Requisition* in Banner and download the contract and W-9 in OnBase.	5-3 weeks prior to event	☐
Once *Requisition* is approved, Purchasing will create a Purchase Order.	3 weeks prior to event	☐
Once the event is complete, the Senate Coordinator will submit the invoice for payment.	Event date	☐