**The Contracts Office will submit the contract documents for final approval to the District’s authorized signer if over $2,001.**

**DATE:**

**TO:** The Contracts Office (If under $2,000 change to Area VP)

**FROM:** (*Requesting Managers name)*

**RE:**

***FOR INDEPENDENT CONTRACTORS, REFER TO THE INDEPENDENT CONTRACTOR’S IRS CHECK LIST***

Check appropriate CONTRACT box: [ ] **New Contract** [ ] **Renewal Contract #** [ ] **Amendment Contract #**

Attached is a contract with for the purpose of providing the following services for the District: **.** The contract effectivedate is from **, 20**to  **, 20****.**

The cost is ***$***, Oracle account number  and name of funding source  (*ie:* *General fund, Bond, Foundation, Schedule Maintenance, etc*.). If the service is expected to generate revenue, specify the amount$ and name of revenue account (*ie: general fund, foundation, CTE Workforce Development, etc)* **.**

Please obtain the appropriate signatures and distribute final executed agreement accordingly.

Send an electronic copy to the vendor to the following email address *or* hard copy to the follow mailing address:

.

In addition, please distribute electronic copies of the fully executed contract agreement to internal users as follows:

*
*
*

If you have any questions, please contact me at ext. .

**Attachments:** [ ]  **Contract** [ ]  **Insurance** [ ]  **W9/Vendor Form** [ ]  **BOT Approval if over $92,600 (Board Item submitted by Area VP)**

[ ]  **Scope of Work reviewed by department (Initials :\_\_\_\_\_)** [ ]  **Software/License reviewed and approved by IT (approval attached)**

**Request signed and dated accordingly. Print the approver’s name and title.**

Division Dean/Director’s Approval: Date

Print Name & Title:

Area Vice President’s Approval: Date

Print Name & Title:

HR’s Approval/ VP Deanna Solina: Date *(HR’s preapproval is required for ALL Independent Contractors.)* [ ]  **Independent Contractor Evaluation Form Completed by Requestor**

**\*\*\*DELIVER TO CONTRACTS OFFICE ONCE REQUIRED SIGNATURES ABOVE ARE COMPLETED & OVER $2,001\*\*\***

Chris Nguyen: Date VP of Administrative Service (signature obtain by Contract Office)