

NAPA VALLEY COMMUNITY COLLEGE DISTRICT INDEPENDENT CONTRACTOR/PURCHASE ORDER REQUEST

This form must be processed, including all necessary signatures, before work can commence. The Office of Human Resources is available to consult on all matters associated with this request.

INDEPENDENT CONTRACTOR NAME: _____

A request for an independent contractor/purchase order for a person who has been an employee of the college during this calendar year should not be submitted without prior approval by the Office of Human Resources.

TITLE: _____

SOCIAL SECURITY/TAX PAYER ID NUMBER: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

- All independent contractors must submit an invoice to be compensated.
- The attached independent contractor checklist must be completed if this assignment is over \$150.00. (Whether this type of work is truly independent contractor work is determined in part by how many of the factors on the checklist apply.)
- Independent contractors earning more than \$150.00 will be sent an independent contractor agreement for signature. This agreement must be signed before work begins.
 - Mail agreement to above address.
 - Return agreement to requestor.
- Payment for assignments over \$150.00 cannot be sent to contractor until the signed independent contractor agreement has been returned to the Office of Human Resources.
- Independent Contractor agreements for more than \$15,000 must be forwarded to the Board of Trustees for approval.

TASKS/FUNCTIONS TO BE PERFORMED (attached list of duties, if necessary)

START DATE: _____ ENDING DATE: _____

MAXIMUM PAYMENT: _____ HOURLY RATE (if applicable): _____

BUDGET CODES FOR ASSIGNMENT (required for processing):

FUND	ACTIVITY	PG FS	OBJECT	CENTER
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_____	_____	_____	_____	_____
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RECOMMENDED FOR APPROVAL BY:

BUDGET CENTER MANAGER: _____ DATE: _____

VICE PRESIDENT,
STUDENT SERVICES OR INSTRUCTION _____ DATE: _____

VICE PRESIDENT, BUSINESS & FINANCE: _____ DATE: _____

DEAN, HUMAN RESOURCES (if over \$150.00): _____ DATE: _____