INSTRUCTIONS FOR COMPLETING AN INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT (ICC)

Please make sure that an Independent Contractor/Consultant Services Contract ("ICC") is fully approved for new and continuing contractors/consultants PRIOR to beginning of their service.

Make sure the following procedures for an ICC are followed each FISCAL year:

1. The originating manager should complete the agreement and have the contractor:
   - Print and sign their name
   - Provide business license (if applicable)
   - Provide the social security number or federal tax identification number (must)
   - Provide a street address (no P.O. Box accepted)
   - The beginning and end dates of the contract
   - The total not-to-exceed amount of the contract (plus the hourly rate)

An ICC is required for any contract amount between $601 and $25,000. Anything over $25,000 requires Board of Trustees’ approval. A copy of the Board approved minutes should be attached with the ICC if over $25,000.

If the contract is using bond money (e.g., fund code 63, 64 or 65), then the contract limit is $83,400 (for calendar year 2013).

2. Once the ICC is completed:
   - Attach a resume and scope of services/deliverables to the contract
   - Attach a cover memo describing the reason the contractor is needed
   - Include the requisition number (open account) and attach printouts from PROMT (New - as of fiscal year 2013/14)
   - Please make sure a vendor number is listed on the ICC

3. The ICC packet should then be forwarded to the College’s Business Manager for budget check and signature. A printout of the budget overview should be attached to the ICC. The Business Manager should then forward the ICC packet to the College President for approval. ICCs generated from District Service Centers require the department’s Vice Chancellor’s signature and then forwarded to Finance for review and approval.

4. ICC packets should be sent to the Executive Assistant in Finance and Administration Office at the District Office for review and approval from the Vice Chancellor for Finance and Administration. The Finance office will then forward the ICC to the Chancellor for final approval.

5. Once all of the appropriate signatures have been obtained, the ICC will be logged and a copy of the entire ICC packet will be distributed to the College Business Managers. Originals will be stored in the District Finance Office.

A copy of the completed ICC should be attached to each requisition and invoice when submitted to the Accounts Payable for payment. Accounts Payable will not pay invoices without a fully executed ICC.

Keep in mind that active employees cannot be independent contractors. If you would like a copy of the District’s guidelines for hiring an independent contractor and/or a questionnaire to determine if the company or individual meets the IRS standard of being a contractor vs. an employee of the District, please visit the Business Services webpage at http://web.peralta.edu/business/finance-contacts/independant-contractor-guidelines/

Revised November 2013