

Vendor \_\_\_\_\_

B – NB Year: \_\_\_\_\_ Contract # \_\_\_\_\_

Division \_\_\_\_\_

Originator \_\_\_\_\_

### Business Services Check List – Contracts For Services **\$499.99 or Less**

**(This form MUST accompany your paperwork throughout the process. Failure to do so may cause delays.)**

Check one:  Guest Lecturer  Performer  Professional Services  Consultant\* (Only the President, the VCBA, or the Board may authorize final approval for consultants.) **DO NOT USE THIS FORM FOR CATERED EVENTS.**

**Please allow three weeks from the time paperwork is submitted for payment to be processed.**

#### 1. Letter of Proposal/Justification

- \_\_\_\_\_ Purpose of contract, including originator’s expectations from the vendor
- \_\_\_\_\_ Date(s) of service
- \_\_\_\_\_ Expected cost, including any travel, hotel, etc., expenses
- \_\_\_\_\_ Indicate why a particular vendor was chosen
- \_\_\_\_\_ Signed & dated by originator
- \_\_\_\_\_ Division and account number to be charged **AND** \_\_\_\_\_ signature of appropriate budget manager or dean
- \_\_\_\_\_ Signed & dated by appropriate VP
- \_\_\_\_\_ **\*Signed & dated by President (consultants only)**
- \_\_\_\_\_ Countersigned & dated by Vice President of Business Services

#### 2. Back-up Material

- \_\_\_\_\_ Account Balance (ACBL) Screen
- \_\_\_\_\_ **One** of the following is required as backup for the selected vendor. For assistance, call Accounts Payable: 6156 or 6048.
  - \_\_\_\_\_ **A vendor screen for a selected individual or business vendor already set up in Colleague.**
  - \_\_\_\_\_ **A W-9 for a selected individual or business vendor not set up in Colleague.**

#### 3. Professional Services Contract - Only 1 PSC per vendor is required w/original signatures only.

- \_\_\_\_\_ Signed and dated by vendor
- \_\_\_\_\_ Signed and dated by originator
- \_\_\_\_\_ Signed and dated by appropriate budget manager
- \_\_\_\_\_ Signed and dated by appropriate dean/director
- \_\_\_\_\_ Signed and dated by appropriate VP
- \_\_\_\_\_ **\*Signed and dated by President (consultants only)**
- \_\_\_\_\_ Reviewed, signed, and dated by Employee Services (formerly HR) **ONLY if PSC is for an individual.**
- \_\_\_\_\_ Countersigned and dated by Vice President of Business Services

#### 4. District or Vendor-prepared contracts, if applicable. (Two original contracts with original signatures only.)

- \_\_\_\_\_ **Does the contract reflect Dallas County Community College District on Behalf of Richland College?**
- \_\_\_\_\_ Signed and dated by vendor
- \_\_\_\_\_ Signed and dated by originator
- \_\_\_\_\_ Signed and dated by appropriate VP
- \_\_\_\_\_ **\*Signed and dated by President (consultants only)**
- \_\_\_\_\_ Countersigned and dated by Vice President of Business Services
- \_\_\_\_\_ Reviewed, signed, and dated by Robert Young (if applicable)

**PLEASE ALLOW 30 DAYS FOR BUSINESS SERVICES TO PROCESS PAYMENT FOR VENDOR/CONTRACTOR.**

*For assistance, please contact the following:*

<b>Nilsa Rodriguez</b>	<b>972.238.6156</b>
<b>Terry Lefler</b>	<b>214.890.3880</b>
<b>Tatiana Matyushina</b>	<b>972.238.6048</b>
<b>Sonia Ford</b>	<b>972.238.3788</b>

**REMINDER: NO CONTRACT IS COMPLETE UNTIL ALL PAPERWORK IS PROPERLY PROCESSED AND SIGNED BY APPROPRIATE DISTRICT OFFICIALS.**