

Vendor _____ Year: _____ PSC # _____ Log# _____ \$ _____

Division _____ Originator _____ Office Phone: _____
please print

RLC Business Services Check List – Contracted Services - **\$999.99 or Less**

For: ___ Guest Lecturer ___ Performer ___ Professional Services ___ Consultant*

- This form **MUST** accompany paperwork throughout the process. Failure to do so may cause delays.
- All services performed for the college must have pre-approval of the VP or Assoc. VP of Business Services.
- Payment for services which are not pre-approved will be the financial responsibility of the originator.

Please allow three weeks for obtaining all signatures and gathering documents before service is provided.

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 or Associate 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 NEW individuals or business vendors. W9 version MUST be dated January 2011 or later.**

3. Professional Services Contract - This is our payment instrument and must have original signatures.

- _____ 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 or Associate Vice President of Business Services

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

- _____ **Contract must state "Dallas County Community College District, a Texas political subdivision of higher education, 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)

5. Invoice from Vendor – Vendor must provide on or AFTER date of service

- _____ Obtaining an invoice is the responsibility of the originator of the contract
- _____ Must include name and address of vendor. This information must match the information on PSC
- _____ Must include date/dates of service
- _____ Fees/charges for service must be itemized and agree with the amounts on PSC
- _____ The DCCCD has a payment policy of "net 30" days. This means we have 30 days to pay the vendor from the date we receive their invoice. **It is important that all paperwork be completed in a timely manner in order to process payment within 30 days.**