

PROCEDURE -AMENDMENT TO OUTSIDE SERVICES AGREEMENT LESS THAN \$5,000 (F.PR.03.1)

**This form should be use by GCC employee when amending an existing Services Agreement that will total less than \$5,000 per fiscal year.**

If the total revised contract fee is greater than \$5,000, an Outside Services Agreement Greater than \$5,000 **must be** completed.

To complete an amendment to outside services agreements go to:  
<http://www.gcccharters.org/staff/amendAgreeLess5000.pdf>.

- 1) The school principal should discuss with Superintendent/CEO or Chief Business Official in advance of completing amendment to outside service agreement.
  - \* If approved
- 2) GCC principal or administrator must complete the Amendment to Service Agreement form. Include date(s) of services, description of services, contract fee, adjustment to the fee, revised contract fee, payment arrangements and submit completed form to contractor for signature.
- 3) Submit amendment form and any supporting documentation to GCC Accounting Coordinator.
- 4) GCC Accounting Coordinator will secure the following required approvals.
  - \* Chief Business Official (CBO) or Superintendent/CEO.
  - \* Director of Categorical as needed.
- 5) GCC Accounting Coordinator will process the amendment and notify the principal/site manager of the new contract.

**Request for Payment**

- 1) When services are complete, invoice must be submitted for payment.

- 2) GCC Principal sign invoice and “okay to pay” and include PO number.
- 3) Submit invoice and support documents to GCC Accounting Coordinator.
- 4) GCC Accounting Coordinator; submit invoice and support documentation to Natomas Charter Accounts Payable Department.