

## PROCEDURE -OUTSIDE SERVICES AGREEMENT \$5,000 OR LESS (F.PR.03)

**This form should be used by GCC employees to request services from an independent contractor (non-GCC employee) or company that will total less than \$5,000 per fiscal year.**

- This form must be approved by the GCC CBO or Superintendent/CEO **prior to the effective date of the agreement.**

To complete outside services agreement go to:

<http://www.gcccharters.org/staff/outsideServicesAgreeLess5000.pdf>.

- 1) Obtain **quotes** from vendors for desired services and discuss with supervisor/principal. (If item is non-routine or outside of standard operations, it is highly recommended that the principal/supervisor reviews the idea with the CBO and Superintendent/CEO prior to formal submission.
  - **Important**  
All chargeable items must be stated in the agreement, including charges for services, travel, lodging, materials and supplies. If expenses for lodging, transportation or other ancillary items are not included in the agreement, GCC shall not be liable for these expenses.
- 2) GCC principal or designee administrator must complete the Service Agreement form. Include site, description of project, payment arrangements and budget code.
- 3) If services are funded from a categorical program, the following must be included with the Outside Service Agreement.
  - Assurance Statement ((F.PR.05)
  - Parent participation (only if there is parent participation)
  - Targeted student list (CCCS and SAVA only)
- 4) Contractor should complete the following when required:
  - W-9. [Go to http://www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf). **“Required”**
  - Fingerprinting
    - (a) If fingerprinting is required, must attach Contractor Certification. Go to: <http://www.gcccharters.org/staff/outsideServicesAgreeLess5000.pdf>
    - (b) List of employees who may come in contact with students. Go to: <http://www.gcccharters.org/staff/outsideServicesAgreeLess5000.pdf>
- 5) Obtain Principal or Administrator signature and submit complete packet including:
  - Signed Service Agreement
  - Completed W-9

- Fingerprint information (if required)

6) GCC Accounting Coordinator will secure the following required approvals.

- Chief Business Official (CBO) or Superintendent/CEO.
- Director of Categorical as needed.

7) GCC Accounting Coordinator will process requisition.

### **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 Accounts Payable Department.