

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
CONTRACT LABOR**

CL

SSN / TIN: _____

PLEASE ATTACH A COMPLETED AND SIGNED
CONTRACT FOR SERVICES AND W-9

PAYEE: _____

ADDRESS: _____ 1 _____

ADDRESS 2: _____

CITY, STATE, ZIP: _____

PHONE: _____

DATE: _____

I CERTIFY THAT I PERFORMED THE SERVICES NOTED

PAYEE SIGNATURE: _____

APPROVED BY: _____

ORGANIZATION MANAGER: _____

**ORGANIZATION V.P. - PROVOST: _____ 2 _____

V.P. ADMINISTRATION: _____

BUSINESS OFFICE: _____

Please check one: (Place an x in [])	FUND	ORGANIZATION NUMBER	ACCOUNT NUMBER	DESCRIPTION / ACTIVITY / CLASS
<input type="checkbox"/> Athletic Official	}	}	712340	
<input type="checkbox"/> Consultant **			712310	
<input type="checkbox"/> Guest Lecturer **			712320	
<input type="checkbox"/> Performers **			712330	
<input type="checkbox"/> Other **				

Dates of Service: _____ TO _____

Times of Service: _____ a.m. TO _____ a.m.
 _____ p.m. TO _____ p.m.

Rate Per Hour \$ _____ X Total Hours _____
 = TOTAL \$ _____

** (1) CONTRACT FOR SERVICES REQUIRED; AND (2) PREAPPROVAL MUST BE OBTAINED FROM THE ORGANIZATION V.P. / PROVOST FOR PAYMENT IN EXCESS OF \$1,000.00

BUSINESS OFFICE USE ONLY

ACCOUNTS PAYABLE USE ONLY

CHECK DISTRIBUTION - PLEASE CHECK ONE: (Place an x in [])

RETURN CHECK TO: _____ @ CHEC

MAIL CHECK _____ 5 _____ CPC

MAIL CHECK WITH ATTACHMENT _____ CYC

SPECIAL HANDLING _____ PRC

_____ SCC

Document Number: _____

Date Entered: _____

Entered By: _____

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Indexed: _____

DISTRIBUTION: White - Business Office | Yellow - Organization | Pink - Payee

Rev 08-2010

Instructions for Completing Contract Labor Form

The Contract Labor Form is used to process payments for services rendered to the District by those other than employees.

- Athletic Official (712340) – expenditures for athletic officiating.
 - For first time athletic officials, please attach W-9 form. For subsequent submissions only the Contract Labor Form is required. Note: A signed contract/performance agreement is not required for Athletic Officials.
 - Consultants (712310) – expenditures for independent expertise in the review, evaluation, or guidance in the improvement of a process or correction of a problem.
 - Guest Lecturer (712320) – expenditures for speakers in a classroom or auditorium for instruction or general information. Examples: writers or professors and authorities in various fields who are paid to speak on their related work or area of endeavor.
 - Performers (712330) – expenditures for entertainment type services. Examples: musicians, singers, etc.
1. Complete all information requested at the top of the form.
 2. Amount to be paid for services should be approved by the organization manager prior to entering into a contract with the payee. Consultant fees over \$1,000 should be preapproved by the Vice President of Administration, or his designee.
 3. Based on descriptions above, select the most appropriate account number and complete the fund and organization. Circle the account number to charge services. Give brief description of service/activity/class.
 4. Complete date(s) and times of service; complete hourly rate (if applicable).
 5. Complete appropriate distribution box.
- ✓ A signed contract/performance agreement (Contract for Service) or an invoice must be attached for consultants, guest lecturers and performers.
 - ✓ Send original Contract Labor Form and signed contract/performance agreement (if required) OR invoice to Accounts Payable at CHEC for processing.
 - ✓ Reminder: Employees cannot be paid using a Contract Labor Form. Wages must be processed through the payroll system. IRS Publication 1779 Independent Contractor or Employee, <http://www.irs.gov/pub/irs-pdf/p1779.pdf> provides guidelines in determining whether to categorize someone as an employee or independent contractor. Contact the business office if uncertain how to categorize the expenses.