### 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.