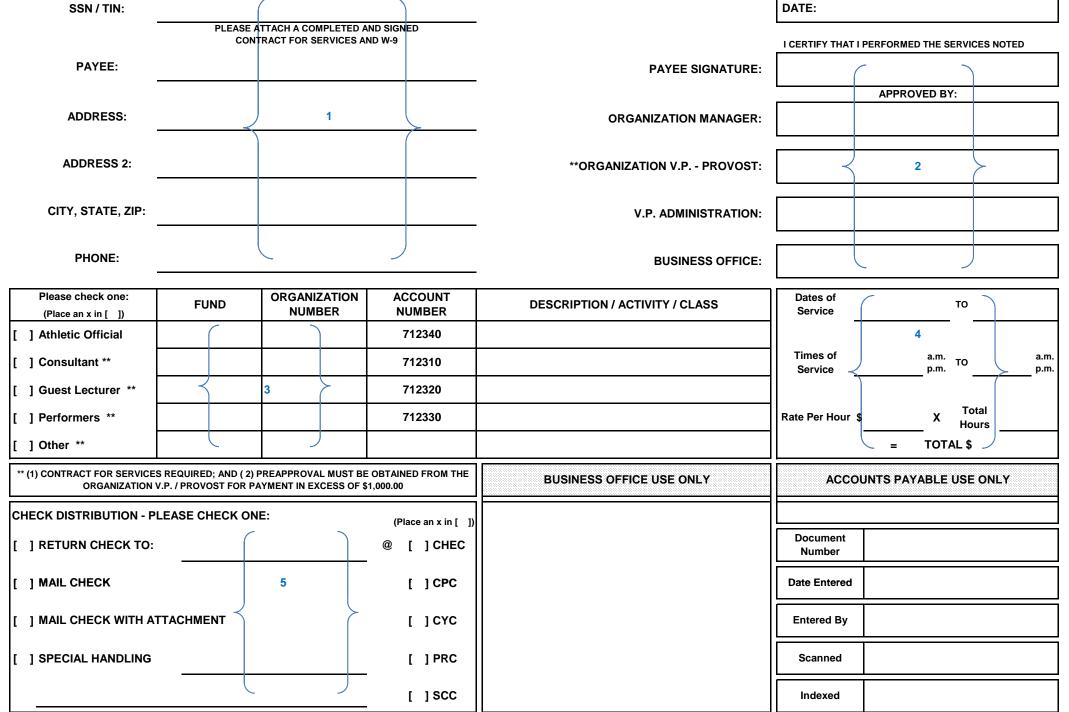
Rev 08-2010

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT CONTRACT LABOR



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

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).
- 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.