

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICE CENTER
TABLE OF FORMS FOR PAYMENT OF PERSONAL SERVICES**

Services of \$500 or less do not require a Personal Services Contract. Contracts should be completed for the anticipated amount within a fiscal year. Do not split out services into smaller projects to avoid the Personal Services process.

INDIVIDUALS (Currently not District Employees)

BUSINESS SOLE PROPRIETORS (Utilizing Social Security Number as Federal Tax ID Number)

| EXAMPLES OF SERVICES | FORMS (X indicates the form required for each type of service) | | | | |
|-------------------------------------------------------|----------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------|
| | Requisition and Invoice Form #14022 & 14011 | W-9 (\$300 or more within calendar year) | Request for Personal Services Contract and Pre-Hire Worksheet Form #14037/14008 | Community Services Independent Contractor Agreement and Pre-Hire Worksheet Form #14016/14008 | Standard Agreement Form #14013 |
| Art Models | X | X | | | |
| Athletic Officials | X | X | | | |
| Braille Transcribers | X | X | | | |
| Child Care Providers | X | X | | | |
| Community Services Instructor (Non-District Employee) | X | X | | X | |
| Medical Professionals | X | X | X | | |
| Foster Care/Kinship Educators | X | X | | | X |
| Honoraria | X | X | | | |
| Management Consultants | X | X | X | | |
| Speakers/Presenters/Performers | X | X | | | |
| Technical Assistance/Training | X | X | X | | |

BUSINESSES, PARTNERSHIPS, CORPORATIONS (Utilizing Employer ID Number)

| EXAMPLES OF SERVICES | FORMS (X indicates the form required for each type of service) | | | |
|----------------------|----------------------------------------------------------------|------------------------------------------|--------------------------------------------|------------------------------------------|
| | Requisition and Invoice Form #14022 & 14011 | W-9 (\$300 or More within Calendar Year) | Standard Agreement (Optional)* Form #14013 | Specific Contracts (Optional)** Form #NA |
| All | X | X | * | ** |

CURRENT DISTRICT EMPLOYEES - See Human Resources Hiring Matrix

The Following Optional Forms are in Addition to Other Required Documents as Listed Above

- * Standard Agreement Form – Optional Form When a Written Definition of Work or Signatures on a Contract may be Required
- ** Specific Contracts are optional to be Used as Needed for Legal Reason or in Order to Articulate the Specific Conditions of the Relationship (i.e., Audit Services, Architectural Services, Legal Services, Construction Inspection Services)