

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER  
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 (a payment for a service such as making a speech on which custom or propriety forbids a price to be set.	X	X			
Management Consultants	X	X	X		
Speakers/Presenters/Performers (including music accompanist for events only – see Human Resources matrix for music accompanists assisting in the classroom <u>and</u> also performing at events) (Direct Payments for check request up to \$2,000 allowed)	X	X			
Technical Assistance/Training	X	X	X		
High School Counselor Liaisons	X	X	X		
Case Mgmt/Summer Youth Program	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)