

**Procedure for Independent Consultant Contracting  
With a Value of Under \$10,000**

NOTE: If the cost of services exceeds \$10,000 follow Acquisition procedures

1. Within a reasonable time prior to delivery of the contracted services, Campus or Consultant shall complete and deliver to Legal Affairs **the Agreement for Professional and Consulting Services** (herein referred to as "FORM") located on the Legal Affairs website.
2. The FORM consists of the Agreement and Exhibits A & B. The FORM needs to be completed in its entirety. Please provide the full name, contact information, and Campus of the employee whom this FORM is originating.
3. If Consultant has questions or concerns regarding the FORM, or requests revisions of any of the language, please provide Johnny Trevino in Legal Affairs ([jtrevino43@mail.accd.edu](mailto:jtrevino43@mail.accd.edu)) with the Consultant's name & phone number. Legal Affairs will assist the Consultant.
4. Campus shall obtain and review the "Original" FORM. Faxes or copies are discouraged.
5. The Consultant MUST sign the FORM before Legal Affairs will review it, but Campus shall not sign the FORM until Legal Affairs has reviewed it.
6. Campus shall send the W-9, Vendor Application and Conflict of Interest Questionnaire found at:  
  
<http://www.accd.edu/district/purchase/purchasing%20forms/Vendor%20Registration.pdf>  
  
The FORM, W-9, Vendor Application and Conflict of Interest Questionnaire (herein referred to as "Consultant Agreement package") must be signed by the Consultant.
7. Office of Legal Affairs will review and approve, or suggest changes to, the Consultant Agreement package. The Consultant Agreement package will be sent back to the originator at the Campus for further processing.
8. The FORM must then be signed by the Chancellor/President and the Vendor Application, W-9 and Conflict of Interest forms must be sent to Elizabeth Alvarado in the Acquisitions department. **PLEASE KEEP A COPY FOR YOUR FILE OF ALL THE DOCUMENTS.**
9. After the Consultant has completed his/her services the Campus shall complete a direct pay request in the Banner System. Send the Original Consultant Agreement package to Fiscal Affairs (Accounts Payable) and send a copy of the completely executed agreement to Legal Affairs, Attn: Johnny Trevino.

NOTE: If the Consultant is currently an employee of ACCD, please contact HR as this FORM is not intended for employees.