FORMS REQUIRED FOR LECTURER,
CONSULTANT AND PROFESSIONAL SERVICES
(All forms located on Mesa College Web-Site)

IF VENDOR IS NEW TO SDCCD

NEW VENDOR – NEVER PAID BY SDCCD – must complete these forms to be set up in system before any other paperwork can be processed.

1. New Vendor Intake Form – Vendor to complete all but commodity code line and bottom notification portion which is for internal use.
2. W-9 (Request for Taxpayer Identification Number)

AND

LECTURER

(One time event)

LECTURER/WORKSHOP SPEAKER (amount up to $200)

1. Guest Lecturer/Workshop Invoice (in lieu of Non-Stock Requisition)
2. W-9 (Request for Taxpayer Identification Number)
3. District Lecture/Workshop Speaker Engagement Agreement (Short Form)
4. Pay Lecturer through Revolving Cash. (Notify Business Services after services are rendered to process payment unless prepayment is requested.*

LECTURER/WORKSHOP SPEAKER (amount over $200)

1. Non-Stock Order Form (w/o Sales Tax) (requisition)
2. Guest Lecturer/Workshop Invoice
3. W-9 (Request for Taxpayer Identification Number)
4. District Lecture/Workshop Speaker Engagement Agreement (Short Form)
5. Pay Lecturer through Purchase Order process.*

*All required paperwork needs to be in Business Services at least two weeks prior to the event. If payment is needed the day of the event, paperwork must be in Business Services at least three weeks in advance of event and request noted on the paperwork.

OR

CONSULTANT/PROFESSIONAL SERVICES

CONSULTANT/PROFESSIONAL SERVICES AGREEMENT

1. Non-Stock Order Form (w/o Sales Tax) (requisition)
2. W-9 (Request for Taxpayer Identification Number)
3. Two(2) District Consultant Agreements (Long Form) signed in blue ink
4. District Evaluation of Employer/Employee Relationship (Must be signed by Manager)
5. Original Invoice from Vendor after services are rendered (To process payment)