

Requisition for Lecturers/Presenters and Consultants

One Day Presenter/Lecturer

- ❖ Check with the Business Office to confirm if the presenter/lecturer is an approved vendor
 - If vendor is not approved please have vendor complete a *Supplier Intake* and *W-9* to be added into the system
- ❖ Documents to be submitted:
 - Complete *Lecturer or Presenter Short Form Agreements*
 - The person contacting and working with the vendor should sign-off as the District Project Manager on behalf of the district
 - *Guest Lecturer Invoice*
 - Event Flyer

Multiple day Presenter or Consultant

- ❖ Check with the Business Office to confirm if the presenter/lecturer is an approved vendor
 - If vendor is not yet an approved vendor, please have vendor complete a *Supplier Intake* and *W-9* to be added into the system
- ❖ Documents to be submitted:
 - Complete *Consultant Agreement*
 - The person contacting and working with the vendor should sign-off as the District Project Manager on behalf of the district
 - Exhibit A: Provide detailed information of what services or work will be completed by vendor
 - Exhibit B: Provide payment terms (Ex. hourly, job completed, monthly),
 - *Evaluation of Employer/Employee Relationship Form*
 - Event Flyer

Services should not be scheduled or received prior to having a purchase order in place.

Forms Links:

- ❖ [Requisition Request Form](#)
- ❖ [Supplier Intake](#)
- ❖ [W-9](#)
- ❖ [Lecture Agreement](#)
- ❖ [Performance Agreement](#)
- ❖ [Consultant Agreement](#)
- ❖ [Evaluation of Employer/Employee Relationship Form](#)

SAN DIEGO
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