

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Personal Services Contracts	<i>Number:</i> T 211	<i>Page(s):</i> 2
	<i>Date:</i> November 2009	

PURPOSE

Vermont Technical College, on occasion, needs to contract for professional personal services other than through the normal employee payroll system. This policy and procedure establishes a process and form to be used when contracting for such services (211 A).

STATEMENT OF POLICY


The College President or designee, except in the case of his specific designation, is the only Vermont Tech employee with the authority to obligate the College under a Personal Service Contract, herein referred to as an OUTSIDE SERVICES CONTRACT.

PROCEDURES

- 1) The contract for services should be prepared by the applicable department head or schools coordinator.
- 2) The contract request should be forwarded to the appropriate Dean. The Dean will sign the contract as approving the contents.
- 3) The contract request should then be forwarded to the Dean of Administration's office for approval and then to the President's office for contract approval and signature.
- 4) The executed contract will be mailed to the prospective contractee for signature and submission of the required W-9.
- 5) Once the work has been completed, the contractor is required to submit an invoice to the original requestor for certification that good and services have been received. Once so documented, payment will be processed through the AP office.
- 6) At the end of the calendar year in which the work was completed, a 1099 will be issued by the AP office and mailed to the contractor

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) December 1988
 - b) August 2005
 - c) November 2009

Signed By:  Patricia Moulton President
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