REQUEST TO HIRE INDEPENDENT CONTRACTOR
TO BE COMPLETED BY BUDGET MANAGER

REQUEST TO HIRE INDEPENDENT CONTRACTOR COVERSHEET

Contractor_____ Dates of Service: _____

Scope of Service (attach additional page if needed):

_____

_____

_____

Campus/Department _____ Annual Renewal ☐ YES ☐ NO

Account Code: _ _ _ E _ _. _ _ _ _. _ _. _ _ _. _. _ _. _ _ _

Amount $_____

If Special Revenue Fund: Grant Start Date: _____Grant End Date: _____

Approved by _____ _____ Date _____
Budget Manager Print name

Approved by _____ _____ Date _____
Supervisor Print name

Approved by _____ _____ Date _____
Asst. Supt. Student Support/Grants Manager Print name

Approved by _____ Date _____
Chief Financial Officer, Jeffrey Martello

FINANCE DEPARTMENT:

RFP or RFQ Required: YES ☐ NO ☐
Budget Code & Funding Source Verification (CFO's initials) ____
Background Check Complete: CRIM ONLY ☐ CRIM with Fingerprinting ☐
If over $50,000.00, date of Board approval: _____

Reviewed and approved by: _____
Purchasing Coordinator or Designee
Ana Escobar
Date _____

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