

Contract for Services

Instructions

When it has been determined that a Contract for Services is required, a Contract for Services (CFS) form will need to be completed.

The form is fillable and savable. It is found on the College Forms Directory under Finance.

1. Complete the form as indicated. If more space is required than is found on the CFS form, please attach a second page using a Word document.
2. The document must be signed by the Contractor, Budget Officer and Dean/Director prior to forwarding the form to Accounts Payable.
3. An Independent Contractor/Employee Status Assessment form must be completed each time a Contract for Services filled out. Please attach to the Contract for Services.

Once the forms have been received in Accounts Payable, the contract amount will be encumbered on Datatel, a contract number will be assigned, and a copy emailed to the initiating department.

Please note that the contractor must issue invoices in order to receive payment. This is to meet government regulations on employment status. These invoices will need to be signed by the Budget Officer before payment can be released. This is to ensure that the work has been completed to their satisfaction.

Should the contract need an extension, or the contract amount need to be increased, Accounts Payable will require a memo/email approved by the Budget Officer.

If you have any questions, please contact Accounts Payable at extension 3231.