

INSTRUCTIONS FOR INDEPENDENT CONTRACTOR AGREEMENT

1. **INTENDED PURPOSE:** This Agreement is designed for services provided by an individual or sole proprietor in cases where the scope and complexity are limited. Examples of such services include small equipment repairs, handyman type work, odd jobs, moving services, or other simple one-time services.
2. **DO NOT USE.** This Agreement is NOT intended for building construction, building/machinery maintenance, building/machinery repairs, consulting, technology, engineering, architectural, legal, medical, specialized training, interpreting, other professional services, speaking engagements, performing arts, sports officiating, or transportation services.
3. **INSURANCE.** Your vendor must carry insurance under this Agreement. Check the appropriate box in Exhibit B to indicate which insurance coverage is required depending on the nature of the services being provided. Insurance must be obtained before commencement of services.
4. **HOW TO USE.** Fill in all fields of the Agreement and have your vendor sign first. District signature authority is based on the Agreement amount pursuant to [Board Resolution 2022-25](#).
 - a. Ensure the vendor signs the agreement first, and then obtain the signature from the District's authorized representative.
 - b. The "For Campus Use Only" box on the signature page must be completed.
 - c. **WARNING:** Amounts greater than the [bid limit](#) may require a competitive bid process. [Contact Purchasing](#) for guidance.
5. **REQUISITION.** After receiving the fully executed Agreement, initiate your Purchase Requisition and upload the Agreement to Banner Document Management as supporting documentation. Once your Purchase Order is established by Purchasing Services, it will be transmitted to your vendor.