



**PURCHASE OF SERVICES – CHART OF REQUIRED DOCUMENTS**

Description of Service	No Agreement Needed	Waiver of Liability Contract	Independent Contractor Agreement**	Professional Services Agreement**	Vendor's Contract	Other Required Documents
Printing*	✓					Quote
Plaque Award*	✓					Quote
Banner Design*	✓					Quote
T-Shirt Printing by Vendor	✓					Quote
Banquet – Facility off Campus					✓	
Guest/Workshop Speaker		✓				If services not paid, use Volunteer Waiver of Liability Agreement
Performing Art		✓				If services not paid, use Volunteer Waiver of Liability Agreement
Referees/Timekeepers for Athletics		✓				If services not paid, use Volunteer Waiver of Liability Agreement
Graduation Speaker		✓				If services not paid, use Volunteer Waiver of Liability Agreement
Professional Services Architects, Landscape Architects, Engineers, Attorneys, Accountants, Professional Consultants				✓		COI w/endorsement page naming District as Additional Insured. Professional Liability Insurance is required (also referred to as Errors & Omissions Insurance) Reference: <a href="#">Insurance Requirements</a>
Furniture Installation			✓			Reference: <a href="#">Insurance Requirements</a>
Transportation Services – Bus, Limo, Van			✓			COI w/endorsement page naming District as Additional Insured; 2) Confirmation of licensure, insurance and complaint history printed from <a href="#">CPUC Website</a> . Contract must provide specific pick up/drop off times, name and date of event, type of vehicle, lodging for driver if applicable. Reference: <a href="#">Insurance Requirements</a>
Repair Agreement			✓			Reference: <a href="#">Insurance Requirements</a>
Maintenance Agreement			✓			Reference: <a href="#">Insurance Requirements</a>
Food Service on Campus – Catered food (food cooked or warm)					✓	Reference: <a href="#">Insurance Requirements</a> County Health Dept. Certificate may be required (ex. Food Trucks)
Food Service on Campus – delivery only (trays, box lunches, pizza)	✓					

\* Purchases relating to printing, plaques/awards, banners, t-shirts will be treated as purchases of goods and can be done by quote. Exception: If the vendor is doing anything other than delivering the goods to campus (ex., installation), purchase will be viewed as one for services and an ICA will be needed and insurance will be required.

\*\*A Vendor's form agreement can only be used in place of the District's ICA & PSA upon approval by the Contracts & Risk Manager, and if unavailable, his or her designee. The Initiator does not have the authority to approve use of the vendor's form.  
Consult the [Purchasing Matrix](#) for who has the authority to sign an agreement. If a vendor's form agreement has been approved for use, or if any change is made to the District's standard ICA, the VC of Administrative Services must sign the Agreement regardless of the amount of the contract.

**This chart is meant to serve as a tool and provide general guidelines. There may be exceptions depending on facts and circumstances presented by a particular contract. The Contracts & Risk Manager will have final authority to require additional or different documentation.**