

Requisition Flow Chart for the Services (ICA)

Do you need an Independent Contractor Agreement? See Attachment A.

An Independent Contractor's Agreement (ICA) is used when a vendor:

- Is providing a service (on/off campus)
- Is to work independently and perform services with a specific scope of work for a set fee and within a defined period of time.

Document Package: the following information is required before the request is initiated:

- Service Agreement (Coordinate edits with District Office Risk Manager and Vendor (when necessary))
- Certificate of Insurance
- Vendor quote or proposal (that supports the amount)
- W-9, if new vendor
- Business Enterprise Certification (BEC), if new vendor
- Renewal, attach previous blanket purchase order with redlines defining the changes.

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INITIATOR (DEPARTMENT)

1. Checks budget availability and submits budget transfer if necessary to Business Services.
2. Initiate Requisition in REQM using the vendor ID number. (*Reference Ellucian Purchasing System End-Users Manual*)
3. Forward Requisition to Area Administration for approval
4. Write Requisition number and account number on the last page of ICA
5. Forward complete document package to Business Services Administrative Secretary (original documents are recommended)


Note: (1) Requisition must mirror the quote. (2) Reference purchasing Matrix

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BUSINESS SERVICES

Administrative Secretary:

1. Checks document package received from the initiator to ensure needed documentation is included and complete.
2. Forwards to the Vice President of Administrative Services (VPAS) or Vice Chancellor of Administrative Services (VCAS) for approval (**Reference Purchasing Matrix**).

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3. If ICA is APPROVED, scans complete document package in to Business Services Purchasing Folder.
 4. Email copies of the complete document package to Initiator, Area Administrator, and Business Services Supervisor. (Include Vendor name and Requisition Number in the subject of the email)
 5. If ICA is REJECTED, return to initiator with explanation.

Business Services Supervisor:


6. Validates funding with the scope of services, reviews and approve requisition.
7. If APPROVED, respond to email copying Purchasing Agent. If REJECTED, contact initiator with explanation.

Administrative Secretary:

8. Forward the complete document package with wet-signed originals to Purchasing Agent.


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PURCHASING

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1. Verifies documentation
 2. Establishes Purchase Order (PO) in the system
 3. Electronically distributes PO to:
 - o Vendor
 - o Business Services
 - o Initiator

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ACCOUNTS PAYABLE

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1. Receives invoice from vendor Forwards invoice to initiator to obtain signature from the manager overseeing the program
 2. Approved invoice is emailed to DO.AP@sjeccd.edu
 3. Accounts Payable creates voucher.
 4. Payment date is set for 30 days from INVOICE date

Check is issued and sent to vendor