

De Anza College Student Accounts
INDEPENDENT CONTRACTOR PRE-AUTHORIZATION
 (To be attached to the Independent Contractor Agreement)

Contractor Name: _____ Contractor Fee: _____
 Type of Service: _____ Date of Service: _____
 Student Acct. Name: _____ Account Number: _____

Authorization Signatures: (In signing, approval of expenditure is authorized)

	Signature	Date
Advisor/Budgeter:	_____	_____
Club Authorized Officer:	_____	_____
Administrator for the Program:	_____	_____
DASB VP of Finance:	_____	_____
ICC Chair:	_____	_____
College Life Activities Specialist:	_____	_____
Director of College Life:	_____	_____

Note: Failure to receive pre-authorization could result in expenditure being denied.

For accounts housed in Student Accounts, please follow the procedure below:

1. The budgeter/account holder establishes the terms of the contact and has the contractor sign the Independent Contractor Agreement Form and the W-9 form. There should be no other signature on the IC Agreement except for the contractor. **At this point, there is still no contract and work must not start.** (If it is a club Fund 44 account, club approval is required. Please attach club minutes or a Financial Action form.)
2. The budgeter/account holder completes the Independent Contractor Pre Authorization form and signs it along with the Administrator for the Program.
3. The I.C Agreement form, W-9 form, and the IC Pre-Authorization form is given to Student Accounts. Student Accounts will obtain the required signatures on the IC pre-Authorization form and will forward the IC Agreement to the Director of Budget and Personnel for review and approval.
4. If the Director of Budget and Personnel approves the terms of the contract, the Director or the College VP of Finance will sign the Independent Contractor Agreement and return it to Student Accounts.
5. The approved Independent Contractor Agreement form, W-9 form, and the IC Pre-Authorization form will be returned to the budgeter/account holder giving approval for the work or service to proceed. You will HOLD the IC Agreement, W-9 and IC Pre-Authorization form until the contractor completes the service.
6. Upon finishing the work, the contractor gives the budgeter an invoice (or they complete the invoice page provided in the Independent Contractor packet.)
7. The budgeter/account holder and their administrator sign on the Invoice for payment.
8. The following are submitted to Student Accounts: The Independent Contractor Agreement, the IC Pre-Authorization form, the Invoice, and the W-9 form.
9. Student Accounts will get the Director of Budget and Personnel's signature on the invoice and will forward to District Accounting for further processing.