



ASSOCIATED STUDENTS OF LANE COMMUNITY COLLEGE
PERSONAL / PROFESSIONAL SERVICES AGREEMENT

REQUIRED FOR CONTRACTING SERVICES USING STUDENT ACTIVITY FEE MONEY

THIS AGREEMENT IS ENTERED INTO THIS _____ DAY OF _____ 20____ BY AND BETWEEN THE ASSOCIATED STUDENTS OF LANE COMMUNITY COLLEGE (INCLUDES BOTH THE ASLCC STUDENT GOVERNMENT & THE ASLCC COUNCIL OF CLUBS), HEREINAFTER REFERRED TO AS "ASLCC," AND _____, HEREINAFTER REFERRED TO AS THE "CONTRACTOR."

ASLCC HAS A NEED FOR THE PROFESSIONAL SERVICES OF AN INDIVIDUAL(S) WITH THE PARTICULAR ABILITY, EXPERIENCE, AND KNOWLEDGE POSSESSED BY THE CONTRACTOR FOR THE _____ (EVENT).

THEREFORE, IN CONSIDERATION OF THE SUM OF \$____.____ TO BE PAID TO THE CONTRACTOR BY THE ASLCC, THE CONTRACTOR AGREES TO PERFORM DURING THE PERIOD OF _____ THROUGH _____ THE FOLLOWING SERVICES:

IN PERFORMING THESE SERVICES, IT IS UNDERSTOOD AND AGREED THAT THE ASLCC WILL PROVIDE THE FOLLOWING VOLUNTEERS OR MATERIALS:

THE CONTRACTOR WILL PROVIDE THE FOLLOWING: _____

EQUIPMENT AND TECHNICAL SPECIFICATIONS (ATTACH QUOTE FOR MORE DETAIL): _____

EVERY CONTRACTOR MUST SUBMIT A COMPLETED W-9 FORM TO GAIN VENDOR APPROVAL THROUGH LANE COLLEGE FINANCE OFFICE PRIOR TO THE EXECUTION OF CONTRACTED SERVICES. PAYMENTS ARE ONLY MADE AFTER THE SERVICES HAVE BEEN RENDERED AND THEY ARE ONLY SENT OUT ON WEDNESDAYS. PURCHASE ORDERS MUST BE SUBMITTED WELL IN ADVANCE TO BE SCHEDULED FOR DISBURSEMENT. CREDIT CARD PAYMENTS THROUGH ASLCC ARE ONLY MADE FOR GOODS, NOT SERVICES. PAYMENT FOR CONTRACT SERVICES MUST BE REQUESTED THROUGH THE CORRECT PROCESS TO BE APPROVED.

ASLCC

CONTRACTOR

NOTE: THIS IS A TENTATIVE AGREEMENT VALID ONLY WITH THE ISSUANCE OF AN OFFICIALLY SIGNED PURCHASE ORDER FROM THE ADMIN. SPECIALIST.

SIGNATURE DATE

ASLCC MPC/CAMPUS EVENTS/GSDA APPROVAL

PRINT CONTRACTOR NAME (CHECK PAYEE)

ASLCC FINANCIAL APPROVAL

ADDRESS
