



Purchasing &  
Accounts Payable

SALT LAKE COMMUNITY COLLEGE

### **SIMPLE SERVICE CONTRACT GUIDELINES**

The Simple Service Contract form may be used by departments for the one-time contract types listed below:

- Guest lecturers
- Performers (no equipment)
- Speakers
- Note takers
- Models
- Newspaper contract workers
- Other services approved by Purchasing and Accounts Payable

The contract must meet the following requirements

- The contract includes only one payment.
- Total amount is less than the small dollar purchasing threshold.
- The contract scope does not include any high-risk activities, including those with animals, fire, heavy equipment, or situations that have the potential of physical harm to people or property.
- This form can only be used for to pay individuals, not companies.
- This form cannot be used to pay employees for services.
- This form cannot be used to pay non-U.S. citizens.
- This form cannot be used if the contractor provides their own contract.

#### **Form Use Instructions**

Step 1. Complete the form in its entirety. All fields are required.

Step 2. Have the Contractor sign the form.

Step 3. Contractor performs the service

Step 4. Submit the Payment Request Form in SLCCBuy and attach the signed contract as the invoice.