Professional services are performed by an individual, company, or corporation for the College for a specific purpose in a specified time, and may be for an instructional, administrative, student services, or other purpose beneficial to the College.

Professional services contracts are used for a non-recurring project or service and must be for a specific time period. A basis for payment must be indicated in the contract language, either as an hourly rate or as a lump sum for a specific product.

Generally, professional services contracts should not extend past the end of any fiscal year. Any exceptions should be documented.

All professional services contracts for individuals not using a federal I.D. number shall be processed through payroll. Exceptions that meet all I.R.S. requirements and are documented in writing as unique may be approved by the Vice President for Administrative Services.

Professional services contracts for architectural and legal services are direct contracts with the District Board of Trustees.