Shoreline Community College - District Number Seven

16101 Greenwood Avenue North, Seattle, WA 98133-5696

**(Non-Employee) Agreement for Services**

This agreement is made and entered into on       between Shoreline Community College - District Number Seven, hereinafter called the “College”, and      , hereinafter called the “Vendor” whose address is as follows: Street Address:       City:       State:       Zip:      .

This agreement shall be effective with the signature of the Vendor and issuance of a Field Order by the College purchasing authority through established procedures. Further, any agreement for personal service contracts of $5,000 or more, including amendments, are subject to the Office of Financial Management Regulation 4.3.1.2

## Goods and/or Services to be provided

The Vendor agrees to provide the following goods and/or services as described herein or on attached documents (include full description with date or dates of service, reports required, and other meaningful requirements):      .

## Basis for Compensation and Payment

Compensation shall be limited to an amount of $       (     00/100 dollars) and shall be based on the following:      .

A Shoreline Community College Invoice Voucher detailing the scope of work must be signed, or a detailed invoice shall be provided with description of service(s) including; date of service(s), who provided service(s), time spent, and fee amount of service(s). The invoice or invoice voucher will be sent to:

Shoreline Community College
**Financial Services – Accounts Payable**16101 Greenwood Avenue N
Shoreline, WA 98133

## Vendor’s Statement and Acceptance

The Vendor hereby acknowledges that the described services are being provided as an independent contractor to the College and that no employee/employer relationship exists. The Vendor further accepts responsibility for reporting and payment of local, state, or federal taxes which may be payable as a result of this agreement.

I hereby certify that I am authorized to sign as the Vendor or the agent thereof, and hereby accept the terms, conditions, and compensation as specified in this agreement.

Vendor’s Signature:       Date:

Print Name:       Title:

Email:       Phone:

Federal Tax Identification #:       **(Please attach a current W-9 form)**

College Budget Number:

College Signing Authority: Date:

Phillip King
VP for Student Learning, Equity and Success