

 SAN JOAQUIN DELTA COLLEGE	SERVICE MATRIX			
	Independent Contractor Agreement	No Cost Agreement	Revenue Agreement	Utilities
Description	An independent contractor is a self- employed person or entity contracted by San Joaquin Delta Community College District, to perform work for—or provide services to—the District. They have specialized and/or technical knowledge, experience, ability and/or duties that are not available through the normal staffing process, a non-employee.	Agreement between two entities under which NO monetary payment is provided.	Agreement between two entities under which monetary payment is provided.	Service required for business operations.
Requirement	A legal contract is required as it safeguards the District from risk.	A legal contract is required as it safeguards the District from risk.	A legal contract is required as it safeguards the District from risk.	Service required for business operations.
Example	Consultant, Athletic Event Provider (referee, scorekeeper, etc.), Performing Arts Provider (actor, director, etc.)	Clinical Experience, Memorandum of Understanding (MOU) , etc.	Grant, Memorandum of Understanding (MOU), etc.	Electricity, water, gas, etc.
District Employees	A District employee cannot be employed as an independent contractor. If a District employee is hired to perform a service outside the scope of their normal duties, the District employee MUST be paid through the payroll process.	A District employee cannot be employed as an independent contractor. If a District employee is hired to perform a service outside the scope of their normal duties, the District employee MUST be paid through the payroll process.	A District employee cannot be employed as an independent contractor. If a District employee is hired to perform a service outside the scope of their normal duties, the District employee MUST be paid through the payroll process.	Not applicable
Procedure (\$1 - \$5,000)	Steps 1. Complete and obtain all required signatures on the Independent Contractor Preliminary Agreement found on the Contracts Webpage. https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office . approval, once approved the requisition will be submitted to Purchasing for review and processing. Step 2. Submit an Oracle requisition with the completed Independent Contractor Preliminary Agreement attached. Once the requisition is submitted it is routed to the fiscal officer for approval, once approved the requisition will be submitted to Purchasing for review and processing.	See the Service Agreement Checklist found on the Contracts Webpage https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office	See the Service Agreement Checklist found on the Contracts Webpage https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office	Submit an Oracle requisition (indicate on the requisition "Utilities, Purchase Order for Payment Purposes Only). Once the requisition is submitted it is routed to the fiscal officer for approval, once approved the requisition will be submitted to Purchasing for review and processing.
Procedure (\$5,001 and over)	See the Service Agreement Checklist found on the Contracts Webpage https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office	See the Service Agreement Checklist found on the Contracts Webpage https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office	See the Service Agreement Checklist found on the Contracts Webpage https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office	Submit an Oracle requisition (indicate on the requisition "Utilities, Purchase Order for Payment Purposes Only). Once the requisition is submitted it is routed to the fiscal officer for approval, once approved the requisition will be submitted to Purchasing for review and processing.