ADMINISTRATIVE SERVICES

CONTRACT – SHORT TERM AGREEMENT (STA)

PURPOSE:
This procedure explains the steps to process a contract for personal services that is (a) for $5,000 or less in total expenditure and (b) the service is completed within a fiscal year, (i.e., Short Term Agreement (STA)). Requestor for STA must submit the approved Contract Request Form and any related documents to the Administrative Services Office no later than five weeks from the proposed start of the STA. Adherence to these timelines is necessary to provide sufficient time to process the documents and route them through the proper approval channels. Placement on the Board of Trustee’s agenda requires a twenty-one (21) day lead time. Per Board Rule 7100, Section E, Board Responsibility for Contracts, “...the District shall not be bound to any contract unless and until that contract is authorized or ratified by the Board of Trustees. Any employee who signs a contract in violation of law or in violation of his or her authority may be disciplined.” For additional clarification of the delegation of contracting authority to College Presidents, refer to Administrative Regulation, Number B-19.

INITIATOR
• The initiator completes the Contract Request Form available on Los Angeles Mission College’s website at www.lamission.edu. This document is multi-functional; therefore, care should be given when completing the form.
• The initiator verifies through the SAP website that the vendor/contractor with whom he/she is initiating a contract has been assigned an SAP vendor number. If there is no SAP vendor number, then refer to the procedures for creating a vendor in the SAP system. Personal service vendor numbers will begin with a prefix of “5” for individuals who use their social security number for tax reporting purposes. All other vendors will have a prefix of “1”.

AUTHORIZATION
• The form (with any related document) is forwarded to the initiator’s immediate supervisor or administrator for signature approval.
• The form is then forwarded to the Administrative Services staff person responsible for contracts.
• The Administrative Services staff person processes the document using the SAP software.
• The Vice President of Administrative Services will approve/release the STA in the SAP system.

APPROVED: ___________________________
DATE _________________________________

Los Angeles Mission College
Administrative Services
Contract – Short Term Agreement (STA)
**RESPONSIBILITY**

- The Administrative Services staff person will print the STA form and mail it, with a cover letter, to the vendor requesting the vendor’s signature. A notation is made of the date mailed and a copy is filed. NOTE: STA’s for Athletic Officials and Art Models do not require the vendor’s signature.
- A copy of the STA with the Vice President of Administrative Service’s signature is sent to the Regional Procurement Specialist for Board of Trustees’ approval.
- When the Administrative Services staff person receives the signed STA from the vendor, it is attached to the Contract Request Form and held awaiting performance of services and corresponding invoice.
- When the invoice is received from the vendor, it is reviewed for correctness. Approval for payment on personal services is obtained (via e-mail) from the SFP Director/Dean.
- The invoice is authorized for payment by the Vice President of Administrative Services. If it is a final payment, it is noted on the invoice.
- The Campus Accounts Payable Department will process the invoice for payment.

**NOTATIONS:**

Any documents submitted after the event has passed or the service has been rendered will be placed on the Board Agenda for the next available Board Meeting as an “Authorization for Payment.” The initiator is responsible for providing a memo, with his or her administrator’s signature, to the Administrative Services Office that states the background and reasons for the delay. The memo will be forwarded to the Regional Procurement Specialist to be included in the Board Report. Submissions resulting from delays relating to the District Office or the SAP system are exempt from the “Authorization for Payment” process. However, the initiator is still responsible for submitting the memo to the Administrative Services Office to provide some informational background for the delay.

If there is an unforeseen change in the contractor(s)/individual(s) who will provide the personal service such as training or workshop, the initiator is responsible for submitting the “General Contract Terms and Conditions,” available on the college website at [www.lamission.edu](http://www.lamission.edu), with the new contractor’s original signature and revised Contract Request Form no later than one week after the event. Only in this circumstance will an STA be processed after the event has passed or the service has been rendered.