

MEMORANDUM

TO: Managers of Restricted Accounts

FROM: Delphine Gonzales, Director of Restricted Accounts

DATE: January 10, 2009

RE: HONORARIA & CONSULTANT AGREEMENTS

If you ever plan to use consultants or honoraria in your restricted accounts (grants, gifts, and contracts), please review Administrative Rule #7.02.002, *Contractors: Consultant Services, Professional Services & Honoraria*.

According to this Rule, "Individuals, groups or firms providing services to the District [as consultants, etc.] cannot begin work before a written agreement is fully executed." We have been told that in some instances, grant consultants have begun working and have submitted invoices before a Consulting Services Agreement was completed. If such practices were to continue, we would be subject to censure from both the College's external auditors and government agency monitors. In the case of restricted accounts, any such expenditure would likely be disallowed by the funding agency.

Please insure that the proper paperwork is completed and approved before any consultants are allowed to begin working on any restricted account projects.

Please share this information with appropriate staff in your department. Thank you for your cooperation.