PITT COMMUNITY COLLEGE
PROFESSIONAL SERVICE AGREEMENT

Important: PCC **may not** contract with an individual employed by the college or with a business that is owned by a PCC employee.This also applies to family members of employees.

Pitt Community College, hereinafter referred to as the COLLEGE, and _____, hereinafter referred to as the CONTRACTOR, enter into this agreement for professional services as described below in item 1 for the period and rate of pay indicated.

I. **The CONTRACTOR Agrees to provide professional services as follows (describe; attach separate sheet, if needed):**

B. **Rate of Pay:** Hourly: _____ Number of Hours: _____ Total: _____

OR Daily: _____ Number of Days: _____ Total: _____

OR Flat Rate Not to Exceed: _____

C. **Period Covered:** From: _____To: _____

D. **Source of Funds:** (Budget Code) _____

E. If this Professional Services Agreement is for classroom instruction, the CONTRACTOR must provide the first and last name(s) of the employee(s) assigned to teach the PCC class. _____

F. **Except for applicable withholding** on non-resident vendors, payment of all Federal and State income taxes and Social Security applicable to the compensation received is the responsibility of the CONTRACTOR and not the COLLEGE.

G. **The CONTRACTOR is responsible** for all liability and worker's compensation insurance and acknowledges that the COLLEGE is not responsible for any insurance for the contractor or its employees. The contractor also agrees to all NC General Contract Terms and Conditions Contractual and Consulting Services).

H. **The rate of pay** specified above includes all expenses of the CONTRACTOR, including travel and subsistence.

I. **The CONTRACTOR** agrees that this agreement may be terminated by the COLLEGE either due to cause financial exigency or cancellation of a course due to lack of students for funds.

J. **The CONTRACTOR** agrees he/she is not currently paid as a PCC employee.

K. **CONTINUING EDUCATION STAFF**, please see Page 2 for completion.

II. The COLLEGE Agrees:

To make payment within thirty (30) days of completion of services rendered as provided in Item 1-B and upon receipt of an invoice itemizing services furnished and certified by the responsible Dean/Asst. Vice President/Vice President.

III. Attest:

A. CONTRACTOR: _____

(Name) **(Present Employer)**

Address: _____

(Street) **(City)** **(State)** **(Zip)**

_____

_ (CONTRACTOR'S FEDERAL ID#) **(Signature)** **(Date)**

B. COLLEGE Representative: (Dean/Asst. Vice President/Vice President)

_____

(Name) **(Signature)** **(Date)**

- The **North Carolina General Terms and Conditions**, which are incorporated herein by this reference, may be found here: *https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open*
- A **W-9** and **Vendor Information Form** must be completed before payment will be processed.
- Payment may be subject to **4%** withholding for NC Income taxes (non-resident contractor).

STATEMENT OF PURPOSE: The information on this form is being gathered to confirm the tax information of a business entering into a service agreement with the College.

PITT COMMUNITY COLLEGE
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– FOR CONTINUING EDUCATION –

Completion required by Continuing Education Staff Only:

Continuing Education Program Name: _____

Class Name: _____

Section Number: _____ PO#: _____

Class Dates: _____

Class Times: _____

Total Contact Hours: _____

Continuing Education Staff:

Upon completion, forward PSA (pages 1 & 2) to the Purchasing Technician. Purchasing Technician will:

- Set up the Independent Contractor as a Vendor in Colleague, **or**
- Verify that the Vendor is already listed as a registered eProcurement Vendor with the State of NC

Purchasing Technician notifies the Hiring Supervisor of:

- The Colleague Vendor #, **or**
- Existing eProcurement Vendor registration

For repeat engagements with same contractor/vendor:

- Only a new PSA (specific to the assignment) is required
- Submit PSA to Purchasing Technician for approval
- Revised W9 & Vendor Information Sheet required if change of pertinent information
- Create a Colleague or eProcurement requisition for service

No instruction may begin until:

- Vendor/contractor is set up in Colleague or verified in eProcurement
- An approved Professional Services Agreement (PSA) is on file