



DOUGLAS COLLEGE

Douglas College
PO Box 2503
New Westminster, BC V3L 5B2

CONTRACT TO PURCHASE SERVICES

BANNER ID:
Dept Contract Number:
Cost Centre:

Table with 2 columns: FOR HR/PAYROLL USE ONLY, Contractor. Rows include New Employee, Rehired Employee, NBAPOSN, and SUFFIX.

CONTRACT EMPLOYEE or CONTRACTOR: Full legal name is required for contract employee

ADDRESS: CITY: POSTAL CODE:

TELEPHONE: DATE OF BIRTH (DD/MM/YYYY):

HST NUMBER (if applicable): SOCIAL INSURANCE NUMBER:

Note: if Banner ID is provided, birthdate and SIN are not required

The following services are requested:

Three horizontal lines for listing requested services.

CONTRACT START DATE: CONTRACT END DATE:

The purchase price for these services is: \$ representing hours or Hourly Rate of: \$ and includes payment in lieu of benefits and vacation pay (HST if applicable) payable in accordance with applicable pay schedule.

Timesheets / Invoices must be submitted to the authorized administrator who will authorize for payment.

COLLEGE PENSION PLAN

Contract Employees: All Contract to Purchase Services' Contractors employed with Douglas College and, on the College payroll system are entitled to enroll in the College Pension Plan.

Contractors: All contractors paid through accounts payable are ineligible to enroll in the College Pension.

Name of Administrator: Department:

Signature of Administrator: Date signed:

Supervisor/Department Contact: Local:

Distribution:

Hiring Department: Please keep a copy of the signed contract for your records and provide a copy to the contract employee or contractor. Submit the original signed contract to Human Resources for processing.

For HR USE only: COLLEGE PENSION PLAN ENROLLMENT Enrolled Waived

Human Resources Advisor: Payroll Manager:

Date signed: Date signed:

Human Resources will distribute the processed contract as follows:

ORIGINAL - Payroll or Accounting COPY - Employee File