

De Anza College Student Accounts  
Limited Engagement/Independent Contractor Agreement Pre-Authorization  
For DASG and De Anza Club Accounts

(To be submitted for approval prior to the Contractor Agreement-LEA or ICA)

Contractor Name: \_\_\_\_\_ Contractor Fee: \_\_\_\_\_  
Description of Service: \_\_\_\_\_ Date of Service: \_\_\_\_\_  
Student Acct. Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Authorization Signatures: (In signing, approval of expenditure is authorized)

	Signature	Date
Advisor/Budgeter:	_____	_____
Club Authorized Officer:	_____	_____
Administrator for the Program:	_____	_____
DASG Chair of Finance:	_____	_____
ICC Chair:	_____	_____
College Life Activities Coordinator:	_____	_____
Director of College Life:	_____	_____
Director, College Fiscal Services:	_____	_____

**Please see the district websites at the links below for requirements, instructions, and more for Independent Contractor Agreement (ICA), Limited Engagement Agreement (LEA), and Agreement for Services:**

<https://purchasing.fhda.edu/forms/>

<https://business.fhda.edu/accounting/accounts-payable/independent-contractors.html>

<https://business.fhda.edu/finance-forms/index.html#ap-forms>

**Note: Failure to receive pre-authorization could result in expenditure being denied.**