

## COMMUNITY COLLEGE OF DENVER

Title: Consultants and Outside Speakers

Guideline #: PO – 9

Approved: March 1, 2014  
July 13, 2015  
August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

To establish criteria for Community College of Denver (College) employees who desire to bring guest speakers, consultants and the like (hereinafter referred to as speakers) to campus.

### 2. APPLICABILITY

These guidelines apply to all College employees.

### 3. GUIDELINES

The College has determined that in certain instances it is appropriate, and in its best interest, to have speakers come to campus to provide their expertise to students, faculty and staff. Each employee who wishes to have a speaker come to campus must comply with the following:

- a. Obtain written approval from the appropriate Executive Staff member prior to inviting the speaker to campus.
- b. This is considered a service and therefore, a purchase requisition will need to be processed in order to secure payment for the speaker. The following will need to be submitted to Purchasing:
  - i. A fully executed purchase requisition with the following attachments:
    1. Copy of the Executive Staff member's written authorization.
    2. Written quote for the speaker's services on their official letterhead.
      - a. The quote must be for the speaker's total fee, which must include travel costs and other miscellaneous fees.
      - b. The quote is not to include a breakout of expenses.
    3. Business case.
    4. [W-9](#).
  - ii. Allow a minimum of three (3) weeks for Purchasing to process all paperwork.
- c. No changes to the quoted amount will be accepted unless approved in advanced by the appropriate Executive Staff member.

- d. Speakers are solely responsible for making their travel arrangements. Under no circumstance will the College make travel arrangements for a speaker unless prior approval by the President and/or the Vice President of Administrative Services and CFO is received.