

	Personal Services Agreements Waivers: Appendix B	Responsible Administrative Units: Human Resources Finance & Administration
	Issued: May 31, 2006 Revised:	Contacts: vgraves@mines.edu nmartine@mines.edu

Appendix B

Additional Department Instructions:

This waiver of successive approval is limited to the above listed services, as well as other waiver conditions. If this waiver does not cover a particular service(s), the requesting department ***MUST*** submit a “Personal Services Certification Form” and all supporting documents and materials to the Human Resources Office for review and approval. Please note, this waiver is valid only for these agreements, as long as, the acquisition of these services does not cause the separation of state Classified staff.

As necessary, please attach a copy of this document to each of the above listed agreements if routed to other external approvers (Division of Purchasing/State Buildings, Attorney General’s Office, State Controller’s Office). All personal services contract activity will be reported through the state’s Financial Data Warehouse for the Personal Services Annual Report in accordance with C.R.S. 24-50-510. In addition, all personal services agreements must contain the mandatory independent contractor clause listed in the Director’s Rule 10-4(E)(4).

All commitment vouchers issued under this waiver must comply with State Fiscal Rules, State Procurement Rules and the Capital Construction Accounting Guidelines. Furthermore, all statutes governing Capital Construction and all policies issued by the State Controller’s Office and State Division of Purchasing concerning the use of purchase orders and contracts must be followed.

The Human Resources Office will review compliance with this waiver. All School employees are expected to comply with all conditions of this waiver and the applicable personnel rules. The Human Resources Office reserves the right to revoke this waiver of successive approval for failure to adhere to all conditions and requirements of this waiver. For questions regarding contract review for personal services as outlined in Chapter 10 of the State Personnel Rules, please contact Veronica Graves, Senior Human Resources Specialist, 303-273-3056.