

## Personal Service Contracts

### I. Policy

- a. For many county Extension offices, there are personal service needs such as lawn care, cleaning, maintenance of equipment, etc. These services may be acquired on a contract basis if they are not provided by Extension staff. Personal service contracts for professional services must include use of their own equipment and materials (not those owned by the Extension District Board).
- b. Please note that if payment is over \$600, an IRS Form 1099 must be given at the end of the calendar year.
- c. [Personal Service contract example](#)