

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

Temporary Staff Services  
Office of Finance  
District Office

**THE CHANCELLOR**

**REPORTS**

that the Office of Finance needed to hire temporary staff to assist the General accounting area with the Audit and various accounting functions; and

that the Office of Human Resources recommended the use of Office Team Inc to provide the temporary staffing needed to assist with the various accounting functions; and

that the cost for the services provided by Office Team Inc was \$14,059.25 for the period September 15, 2005 through March 10, 2006; and

that since the total amount paid to this vendor exceeds \$10,000, the additional payment of \$4,059.25 to this vendor requires Board approval; and

that the Office Finance is requesting Board ratification in the amount of \$4,059.25 for services previously performed by Office Team Inc.; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced temporary staff services ratification and has determined that Office Team, Inc. continues to be in compliance with the Board approved Participation Plan.

**THE CHANCELLOR**

**RECOMMENDS**

that the Board of Trustees authorize the Chairman to approve a payment ratification to Office Team Inc. in the amount of \$4,059.25 for services rendered for the Office of Finance from September 15, 2005 through March 10, 2006.

**FINANCIAL**

\$4,059.25 Education Fund 00003 0010002 80000 530000

Respectfully submitted,

Wayne D. Watson, Ph.D.  
Chancellor

June 8, 2006 - Office of Finance – District Office