SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONSULTANT/INDEPENDENT CONTRACTOR AGREEMENT

INSTRUCTIONS:

1. **Submit Form to Assistant Superintendent, Educational Services, for Board Approval prior to services.**
2. **Form must be completed with all required signatures and Board approval before the consultant/independent contractor can perform services for the District.** (Requests submitted after services are performed will jeopardize payment.)
3. **Clearances must be obtained with Human Resources Dept. (if applicable) prior to start of services.**

Requested by: Jonathan Ferrer / [signature] / 9/12/12
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Robert "Bo" Orloff V=8282

1921 Hopkins, Berkeley, CA 94707
Address / City / State / Zip

(510) 524-1965 / ( ) / 510.708.3487
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: IT Consultant - Install and trouble shoot Computers and networks. Assist with technology as needed.

LOCATION OF SERVICES: Bancroft Middle School

DATE(S) OF SERVICE: Sept 1, 2012 July 31, 2013

ESTIMATED COST: $6000 (and/or hourly Rate: $ 60)

NAME OF PROGRAM: EIA

BUDGET NUMBER: 010-5809-7010-1110-1000-011-01-322 (ASB funds)

Administrator/Program Manager Approval:

Print Name / Signature / Date:

Consultant Approval/Signature:

X Robert "Bo" Orloff / [signature] / Date: 9/12/12
Print Name / Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Consultant/Independent Contractor Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ **BOARD APPROVAL: DATE:** _____
___ **Clearances with Human Resources: (Fingerprinting (TB**
___ Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
___ Copy of Requisition/Purchase Order

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
__ Assistant Superintendent, Educational Services/ __ Human Resources/ __ Purchasing Department

RECEIVED
SEP 18 2012
EDUCATIONAL SERVICES