SAN LEANDRO UNIFIED SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:
1. **Submit Contracted Services Agreement 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: Marites Fermin / [signature] / 5/1/2013
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: ROBERTO D. PADUA

30743 WAINWRIGHT CT. UNION CITY CA 94587
Address / City / State / Zip

(510) 760-8729 / ( ) / RDP756@ymail.com
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: Consultant - to sub for the Accounting Manager who resigned 4/30/2013 until we fill the position. Position was advertised on 4/22/13

LOCATION OF SERVICES: District Office

DATE(S) OF SERVICE: Starting May 7, 2013 - as needed - until position is filled

ESTIMATED COST: not to exceed $ 23,000- (and/or hourly Rate: $ 50.-)

NAME OF PROGRAM: Business Services - Accounting

BUDGET NUMBER: 01.5809.0000.0000.7200.080.80-54 (or ASB funds___)

Administrator/Program Manager Approval:

_____ / _____ / Date: _____
Print Name / Signature

Consultant Approval/Signature:

ROBERTO D. PADUA / [signature] / Date: 5/2/13
Print Name / Signature

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

The Contracted Services 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