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] / 11/14/13
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Robert "Bo" Orloff

Address: [illegible] Berkeley, Ca 94707
Address — City — State — Zip

(510) 524-1965 ( ) _____ _____
Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: to provide computer services (network, repairs, upgrade - installation) to faculty and student computers that are outside scope of the district IT dept or ACOE.

LOCATION OF SERVICES: Bancroft Middle School

DATE(S) OF SERVICE: 9/13 - 6/14

ESTIMATED COST: not to exceed $6000 - (and/or hourly Rate: $60-)

NAME OF PROGRAM: Site Disc.

BUDGET NUMBER: 010.5809.0000.1110.1000.011.11-403 (ASB funds)

Administrator/Program Manager Approval:

Jonathan Ferrer / [signature] /Date: 11/14/13
Print Name — Signature

Consultant Approval/Signature:

_____ / _____ /Date: _____
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