SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have 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 the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: V. Forrester / [signature] / 9.25.14
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Cynthia Madix, RN

1547 Josephine St / Berkeley / CA / 94703
Address / City / State / Zip

5104576938 / _____ / cynthia.mynthia@gmail.com
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: train incoming nurse, nursing services as needed

LOCATION OF SERVICES: school sites and district office

DATE(S) OF SERVICE: school year 2014-2015 as needed

ESTIMATED COST: # 16,000 (and/or hourly Rate: $50)

NAME OF PROGRAM: Student Support/Health Services

BUDGET NUMBER: 010-5809-0405-1110-1000-048-48-375 (or ASB funds____)

Administrator/Program Manager Approval:
Victoria Forrester / [signature] /Date: 9.16.25
Print Name / Signature

Consultant/Contractor:
Cynthia Madix / [signature] /Date: 8/18/14
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 ___Invoice Attached

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

Distribution:
___Originating Department (initials: _____) ___Human Resources ___Purchasing Department

REVISED 4-16-14 RA/RM/vkc