SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, 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. Educational Services will facilitate this with HR once the contract is received.

Requested by: Leo Ocon / _____ / 9/16/15
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Nicholas Serrato

3980 Mission Way — San Leandro — CA — 94578
Address — City — State — Zip

510 599 3177 — _____ — Serratonicholas16@gmail.com
Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: Office Support

LOCATION OF SERVICES: Room 401

DATE(S) OF SERVICE: TBD

annual

ESTIMATED COST: est ~~TBD~~ 6000$ (and/or hourly Rate: $11.00)

NAME OF PROGRAM: Academy of Business and Finance

BUDGET NUMBER: 010-5809-7220-1110-1000-0116-10-323 (or ASB funds___)

Administrator/Program Manager Approval:

Reginald Richardson / _____ / Date: _____
Print Name — Signature

Consultant/Contractor:

Nicholas Serrato / N Serrato / Date: 09/26/15
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 Note:** _____
___ Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
___ Copy of Requisition ___ Invoice Attached

RECEIVED
SEP 18 2015
EDUCATIONAL SERVICES

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

Distribution:
___Assistant Superintendent, Educational Services ___Human Resources ___Purchasing Department

REVISED 2011-12 9-6-11 DW/vkc