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 / [signature] / 9/16/15
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Santiago Ayala Vivas

510 Castro St Apt 14 / San Leandro / CA / 94577
Address / City / State / Zip

510-860-8762 / _____ / santiagoayala81@icloud.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

ESTIMATED COST: TBD estann $4000.00 (and/or hourly Rate: $11.00)

NAME OF PROGRAM: Academy of Business and Finance

BUDGET NUMBER: 010-5809-7220-1110-100-0116-16-323 (or ASB funds___)

Administrator/Program Manager Approval:
Reginald Richardson / [signature] / Date: _____
Print Name / Signature

Consultant/Contractor:
Santiago Ayala Vivas / [signature] / 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/kc