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: Grozelia Ward (SLUSD) Print Name / Grozelia Ward Signature / 2/29/16 Date

Name of Consultant/Organization: Edventure More

Address: 2295 Palou Ave City: San Francisco State: CA Zip: 94124

Telephone Number: 415-282-6073 Fax Number: _____ Cell # or E-Mail Address: kendra@campedmo.org

SCOPE OF WORK: After School Programs

LOCATION OF SERVICES: McKinley Elementary School

DATE(S) OF SERVICE: 3/15/2016 - 4/20/2016

ESTIMATED COST: $16,000.00 (and/or hourly Rate: $18-20)

NAME OF PROGRAM: Circuit Station Science Mashup, City Builders BUDGET NUMBER: _____

_____ (or ASB funds _____) Administrator/Program Manager

Approval:

Grozelia Ward Print Name / Grozelia Ward Signature /Date: 2/29/2016

Consultant/Contractor:

Kendra Watkins Print Name / Kendra Watkins Signature /Date: Feb. 29, 2016

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.

___Purchasing Department

Distribution:
___Originating Department (initials: _____)
___Human Resources

REVISED 4-16-14 RA/RM/vkc