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: Dustin Brown (SLUSD) Print Name _____ Signature 7/11/17 Date

Name of Consultant/Organization: Tom Kansora / Kansora Communications

369 B 3rd Street #240	San Rafael	CA	94901
Address	City	State	Zip

4154972353		tom@kansora.com
Telephone Number	Fax Number	Cell # or E-Mail Address

SCOPE OF WORK: Consulting and install of sound equipment for theater.

LOCATION OF SERVICES: AEC

DATE(S) OF SERVICE: 8/7/17 - 6/30/18

ESTIMATED COST: No to exceed $15,000.00 (and/or hourly Rate: $NA)

NAME OF PROGRAM: AEC Theater

BUDGET NUMBER: 010-5809-9033-1110-4100-016-38--791 (or ASB funds___)

Administrator/Program Manager Approval:

Dustin Brown / _____ / Date: 7/11/17
Print Name Signature

Consultant/Contractor:

Tom Kansora / _____ / Date: 7/11/17
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 ____Human Resources ____Purchasing Department

REVISED 2-20-14 RA/RM/vkc