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: Joanne Clark / *Joanne Clark* / July 1, 2018
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Regents of the University of California DCAC EAOP

Regents of University of California | Berkeley | CA | 94701
Address | City | State | Zip

408-857-1211
Telephone Number | Fax Number | Cell # or E-Mail Address

SCOPE OF WORK: Provide one college advisor Text Tofellow to support San Leandro High School

LOCATION OF SERVICES: San Leandro High School

DATE(S) OF SERVICE: August 1, 2018 to June 30, 2019

ESTIMATED COST: $25,000 (and/or hourly Rate: $_____)

NAME OF PROGRAM: College Readiness Block Grant

BUDGET NUMBER: 010-5809-7338-1110-1000-018-18- -410 (or ASB funds____)

Administrator/Program Manager Approval:

Joanne Clark / *Joanne Clark* / Date: July 1, 2018
Print Name / Signature

Consultant/Contractor:

_____ / _____ / Date: _____
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