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 / 9/6/18
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Ever Forward Club

1714 Franklin — Oakland — CA — 94512
Address — City — State — Zip

510-684-4842
Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: Everforward after school program and Professional Development

LOCATION OF SERVICES: Lincoln High School

DATE(S) OF SERVICE: 2018-2019 tbd

ESTIMATED COST: $20,000 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Lincoln High After School and PD

BUDGET NUMBER: ASSETS grant and site funds (or ASB funds____)

Administrator/Program Manager Approval:

Joanne Clark / Joanne Clark /Date: 9/6/18
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