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. Classes originating Dept. must follow up with HR once the contract is received.

Requested by: VICTORIA MARTIN / Victoria Martin / 1/8/19
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: BAY AREA CHILDREN'S THEATRE

6114 LA SALLE AVE #431 OAKLAND CA 94611
Address / City / State / Zip

510-296-4473 / _____ / annie@bayatheatre.org
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: After school theatre program for Bancroft students

LOCATION OF SERVICES: Bancroft

DATE(S) OF SERVICE: Jan - May 2019

ESTIMATED COST: $ 12,000 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Bancroft Musical Theatre

BUDGET NUMBER: 010-5809-0888-1110-1000-011-11-001 (or ASB funds____)

Administrator/Program Manager Approval:
VICTORIA MARTIN / Victoria Martin / Date: 1/8/19
Print Name / Signature

Consultant/Contractor:
Annie Clark, Bay Area Children's Theatre / Annie Clark / Date: 1/10/19
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