SAN LEANDRO UNIFIED SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:
1. **Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, for Board Approval prior to services.**
2. **Form must be completed with all required signatures and 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 start of services.**

Requested by: Alex Harp / [signature] / 8/5/11
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Reggie Jones

892 Aileen St. / Emeryville / CA / 94608
Address / City / State / Zip

(510) 393-2045 / ( ) / reggiellisjones@aol.com
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: To provide enrichment instruction to students participating in the ASSETS program in the following areas: Youth Empowerment, Music Appreciation, Wheel-Sports

LOCATION OF SERVICES: Lincoln High School

DATE(S) OF SERVICE: 8-22-11 — 6/8/12

ESTIMATED COST: $17,290 (3.5 hrs/day x 5 days/week x 38 weeks) (and/or Hourly Rate: $26.50)

NAME OF PROGRAM: ASSETS

BUDGET NUMBER: 10-5809-4124-0000-2700-15-48-243 (or ASB funds___)

Administrator/Program Manager Approval:
Debbie Wong / [signature] / Date: 8/9/11
Print Name / Signature

Consultant Approval/Signature:
Reggie Jones / [signature] / Date: 8/5/11
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/Purchase Order

*Note: District staff cannot be employed as a consultant/independent contractor.*

Distribution:
__ Assistant Superintendent, Educational Services/ __ Human Resources/ __ Purchasing Department