SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, 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. Educational Services will facilitate this with HR once the contract is received.

Requested by: Heather Payne / [signature] / 08/30/2011
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Quentin Richardson

9810 Thermal St — Oakland — CA — 94605
Address — City — State — Zip

(510)333-5813 — ( ) — qcrichardson@yahoo.com
Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: To provide enrichment instruction in the ASSETS extended day/after school program in the following areas: life skills/leadership, youth development/service learning and sports.

LOCATION OF SERVICES: Lincoln HS ASSETS Program

DATE(S) OF SERVICE: Sept. 12 2011- June 8, 2012 (Mon-Fri, 1:00 pm - 4:30 pm)

ESTIMATED COST: $17,500 (and/or hourly Rate: $30)

NAME OF PROGRAM: ASSETS

BUDGET NUMBER: _____ (or ASB funds)

Administrator/Program Manager Approval:

_____ / _____ / Date: _____
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:
___Assistant Superintendent, Educational Services ___Human Resources ___Purchasing Department