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PURCHASING DEPT

SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONSULTANT/INDEPENDENT CONTRACTOR AGREEMENT

INSTRUCTIONS:

1. **Submit Form 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: M. Heredia Peltz / [signature] 9/28/11
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Robert "Bo" Orloff

1921 Hopkins St / Berkeley / CA / 94707
Address / City / State / Zip

(510) 524-1965 / (781) 207-0587 / 510-708-3487 / bo@cwb-for.us
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: Technology support, repairs, software support

LOCATION OF SERVICES: Bancroft

DATE(S) OF SERVICE: 6/2011 - 6/2012

ESTIMATED COST: #6,700 (and/or hourly Rate: $50)

NAME OF PROGRAM:

BUDGET NUMBER: EIA (ASB funds)

Administrator/Program Manager Approval:

_____ / _____ / Date: _____
Print Name / Signature

Consultant Approval/Signature:

Robert H. "Bo" Orloff / [signature] / Date: 9/20/11
Print Name / Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Consultant/Independent Contractor 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 R12-00565

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

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

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