

INSTRUCTIONS FOR CONTRACTED SERVICES AGREEMENT
See School Board Policy #6540

1. School/Department initiates request for contracted (consultant) services and signs the agreement as “requestor”. The requestor is usually the project coordinator, or other school or department employee responsible for the coordination of the services to be provided.
2. Consultant completes required information and signs the agreement.
3. Principal or department head signs the agreement and forwards to the Area Superintendent (or Assistant Superintendent for departments) for approval. **This approval is required prior to the performance of professional services.**
4. The following additional approval signatures must be obtained **prior to any services being performed:**
 - A) Agreements in excess of \$50 per hour must be approved by the Associate Superintendent of Financial Services.
 - B) Agreements in excess of \$100 per hour must be approved by the School Board.**FAILURE TO OBTAIN APPROVALS BEFORE SERVICES BEGIN IS A VIOLATION OF BOARD POLICY.**
5. After all authorized signatures are obtained, the Agreement is to be returned to the originating school or department. Once received, a Purchase Order (PO) must be prepared. Provide a copy of the signed agreement to the Consultant. The purchasing department will send the Vendor copy of the Purchase Order to the consultant, and the receiving copy to the originating department. **Consultant is not authorized to begin services without a signed agreement and approved Purchase Order.**
6. After satisfactory performance of the services, the requesting department completes receiving information in CrossPointe and submits the original agreement along with an invoice from the consultant to accounting for payment.