

PROPOSED DISTRICT PROCESS
FOR A CONTRACT FOR SERVICES BY AN INDEPENDENT CONTRACTOR

- A staff member contacts the District Grant Administrator (grants), Deputy Superintendent (general budget), Business Office, Maintenance Supervisor, or other designated Central Office staff for the need of a Contract For Services By An Independent Contractor.
- The appropriate person above drafts a Board Resolution and Contract.
- The draft resolution and contract is forwarded electronically to the Superintendent and Mr. Massaro for review.
- The approved resolution is electronically forwarded to Mrs. Dumas along with (3) paper copies.
- The BOE acts on the resolution and if approved (3) copies are signed by the Board president.
- (3) signed copies are sent to the contractor for signature.
- The contractor returns (2) signed copies and they are distributed as follows: (1) original to the District Clerk, (1) original to the Business Office, a copy to the appropriate person listed in bullet one.
- It is the responsibility of the contract originator to allow enough time for Board approval before contract work can begin.
- PO / blanket order input into FM system **prior** to event or service provided.