

DISTRICT PROCESS
FOR A CONTRACT FOR SERVICES BY AN INDEPENDENT CONTRACTOR

- A staff member (“Originator”) contacts the Grant Coordinator, Superintendent, Business Office, Maintenance Supervisor, or other designated Central Office staff for the need of a Contract for Services by an Independent Contractor/Vendor.
- The Originator drafts a Board Resolution and Contract and sends it electronically to the District Clerk.
- The District Clerk will obtain approval of the Superintendent and School District Attorney.
- The Board of Education acts on the resolution. If approved, three (3) copies of the contract are signed by the Board President.
- The District Clerk will send three (3) signed copies of the Contract to the contractor/vendor for signature.
- The contractor/vendor keeps one (1) of the signed Contracts for their records and returns the other two (2) signed copies of the Contract to the District Clerk. The contracts are distributed by the District Clerk as follows: one (1) original kept by District Clerk, and one (1) original to the Business Office. A copy of the signed Contract is also sent to the Originator.
- It is the responsibility of the Originator to allow enough time for Board approval before contract work/services can begin.
- A purchase order must be entered into the nVision system **prior** to event or work/service provided.

(Revised Sept 2024)