

Lompoc Unified School District

BUSINESS SERVICES

April 4, 2017

**INDEPENDENT CONTRACTOR SERVICES AGREEMENT
INSTRUCTIONS**

NOTE: *All Independent Contracts require approval before any work is performed.*

All contracts valued at or over \$5,000 must be submitted at least 45 days prior to the Board approval date. The only authority to enter into a contract for contracts valued at or over \$5,000 or over is the Lompoc Unified School District Board.

- I. Initiator requests a proposal of services with either a wet signature or scanned signature. An **Independent Contractor Services Agreement** packet (Form BSSV10.02 and Exhibits, as applicable) must be completed by initiator and contractor. The contractor must check and sign all applicable forms.
- II. Initiator submits contract to the Assistant Superintendent of Division (Ed Services, Human Resources or Business Services). Please include the **Approval Request for Independent Contractor Services Agreement** (Form BSSV10.01 ENG). **Initiator must check the budget string(s) for accuracy and ensure the availability of funds in those budgets.**
- III. If contract amount is valued at or over \$5,000, the request must be approved by the Executive Cabinet. Cabinet meets every week.
 - a. Contract requests should be provided to the appropriate representative for cabinet approval.
 - b. Cabinet forwards all approved contracts to the Purchasing Department.
- IV. If contracts are valued at or over \$5,000, Department prepares a Board Agenda Item with attached contract for Board approval.
 - a. The Board item must be submitted 45 days prior to the Board approval date.
- V. Department submits Board approved contract to the Assistant Superintendent of Business Services for his/her authorized signature.
- VI. Business Services forwards the original ("wet-ink signed") contract to Department and keeps a copy
- VII. Department/initiator submits a Requisition for a Purchase Order in Escape (add Board approval date). The signed contract must be attached.
- VIII. Business Services forwards signed original contract to contractor. A copy is kept on file.
 - a. Work can begin.

Questions: *Please contact the Business Office at (805) 742-3200.*