

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7000 P-7

BUSINESS AND PERSONAL SERVICES CONTRACTS

Administrators desiring the Ferndale School District to employ an independent contractors or someone under the terms of a personal services contract shall meet or talk with the superintendent or assistant superintendent to review a written proposal including the appropriate account code, detail of services to be provided, pay rates, and payment schedule.

If the provider of a service uses a business number in place of a social security number, no personal service contract will be prepared and the procedures outlined in Section A. below will be followed. If the provider of a service uses a social security number, a personal services contract will be prepared as provided in Section B. below.

A. Contracting with a Provider who Uses a Business Number -- (No Personal Services Contract Needed)

Upon approval of a written proposal, the superintendent will sign and forward the request to the initiator who will prepare a purchase order. The purchase order, with attached proposal, are then forwarded to the business office. Upon completion of the services, an invoice must be submitted, along with the pink copy of the purchase order, to the accounts payable department for payment. No personal services contract is prepared.

B. Contracting with an Individual who Uses a Social Security Number Rather Than a Business Number -- (Personal Services contract Needed)

1. Upon approval of the written proposal, the superintendent will sign and forward the request to the assistant superintendent who will prepare a personal services contract, record the necessary information, and return the contract to the superintendent for signature.
2. The contract will then be sent to the requesting administrator who will be responsible for securing the signature of the individual or firm providing the service, and other required information.
 - a. The provider of the service must complete an Employment Eligibility Verification (Form I-9). (See attached copy.) He/she must also show evidence of U. S. citizenship or admittance to the U. S. under conditions which permit employment (Social Security card or U. S. Passport), and / or a photo document (driver's license or Department of Licensing's "Identification" for youth under 16 and non-drivers).

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7000 P-7

- b . The service provider must complete a W-4 form.
- 3. After obtaining the signature and required information the requesting administrator will return the contract to the personnel office.
- 4. The personnel office will then process the contract by forwarding the:
 - a. Original copy (white) to the individual who is providing the service;
 - b. Pink copy to the originating administrator;
 - c. Yellow copy to payroll; and
 - d. Retaining the goldenrod copy for the assistant superintendent's files.
- 5. If the contract has:
 - a. Specified dates for payment (e.g., contracts for co-curricular assignments for non-certificated personnel): Payment is authorized with superintendent's signature only. (Check Box E1 in lower left corner of contract. See attached.)
 - b. No specified date of payment: The initiating administrator is required to sign and date the pink copy and forward it to the payroll clerk for payment. Payment is authorized with superintendent and administrator's signatures. (Check Box #2 in lower left corner of contract. See attached.)

(NOTE: If partial payments are to be made, the payroll clerk will need a photocopy of the pink. Each copy of the pink must contain an original signature and date.)

	10/21/83
Revised	12/17/86
Revised	06/17/87
Revised	08/27/87
Revised	01/04/89