

NKSD Contract for Services District Use Only Routing Form

Vendor: _____

Account Code: _____ Requisition Number: _____

Is this person working with or around children in an unsupervised capacity? Yes/No
If yes, they are required to be fingerprinted and undergo an FBI criminal history check.

Required Signatures and Date

School/Department Administrator: _____

Printed Name and Date: _____

Additional Signatures and Date (as required)

Facilities and Maintenance Director: _____

Printed Name and Date: _____

Facilities and Maintenance Director signature required when vendor is installing equipment in any NKSD building.

Technology Supervisor: _____

Printed Name and Date: _____

Technology Supervisor signature required for purchases of technology related equipment.

ASB Student Signature: _____

Printed Name and Date: _____

ASB Student signature required for any purchase using ASB funds.



Contract for Services

Vendor Information

Business Name:	W-9 provided within the last year? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	If no provide W-9 with signed contract
	UBI No:
Phone/Fax:	Does your business gross more than \$12,000 per year? Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:	Are you incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/>

The above individual or company agrees to furnish to North Kitsap School District the following services:
 (Provide additional attachments as necessary)

Start Date	End Date	Contract Amount \$
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General Terms and Conditions

- Vendor agrees by signature of contract that services are not to begin until approved purchase order has been issued. As part of this agreement between North Kitsap School District and the vendor, it is agreed that payment for services satisfactorily rendered, shall be mailed to the vendor within thirty days of receipt of an invoice. All invoices must reference the purchase order number.
- All vendors certify that they are an independent contractor/consultant and not an employee of the district. The school district is not responsible for any liability regarding worker compensation statutes.
- The contractor/consultant ensures the North Kitsap School District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities will be considered and will not be discriminated against on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or disabilities (for qualified individuals). This is in accordance with Title VII of the 1964 Civil Rights Act, 1973, as amended; and Title IX/RCW 28A.640 of the Education Amendments of 1972, as amended.
- North Kitsap School District has a no smoking policy, RCW 28A.210.310.
- Contractor/consultant will prohibit any employee from working at a public school who has been convicted of or pled guilty to any felony crime under RCW 28A.400.322. Failure to comply will be grounds for immediate contract termination.

Compliance With Law: I (we) hereby certify that I (we) have read and will comply with the attached Terms and Conditions and have not been excluded, disqualified, suspended or debarred by any action from providing goods or services under federal contracts or that relate to federal contracts.

1. _____ Vendor Signature Date	2. _____ NKSD Director of Business & Operations Signature Date
_____ Print name	_____ Print name