

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
CONSULTANT/CONTRACTED SERVICES REQUEST FORM**

TO: _____
Appropriate Executive Staff Member Date

FROM: _____
Name and Signature of Principal/Administrator School/Site

SUBJECT: **REQUEST FOR CONSULTANT/CONTRACTED SERVICES**

Individual/Firm/Agency: _____

Address: _____

Email Address: _____

Phone: _____

DESCRIPTION OF SERVICES TO BE RENDERED:

Date(s) of Consulting/Contracted Services:

REQ #: _____

COST FACTOR (if applicable):

*Amount:	\$	_____		
Mileage	\$	_____	Airfare	\$
Meals	\$	_____	Other	\$
Lodging	\$	_____		

FUNDING SOURCE:

SACS Acct.: _____

Name of Account: _____

APPROVAL:

Appropriate Executive Staff Member

Date

Superintendent/Cabinet Member

Board Approval Date

***A copy of the proposal/estimate and/or agreement must accompany this request.**

Approval must be granted before services can begin.

CONSULTANT/CONTRACTED SERVICES PROCEDURE

1. Site/Department obtains proposal/estimate from Consultant/Contractor they want to work with. This includes individual consultants and contracted services from a company.
2. Submit 2060 (formerly 1059) form to your administrator with a copy of the proposal/estimate and your explanation for the use of this vendor so that an agenda item requesting to enter into agreement with the Consultant/Contractor can be written by the Assistant Superintendent's office.
3. Enter requisition to Purchasing in anticipation of the required approvals (requisitions will be returned if not approved).
4. Upon signed approval by administrator, the 2060 form with proposal/estimate is forwarded to Purchasing and site/department submits final board item on BoardDocs.
5. Purchasing issues an agreement to Consultant/Contractor for signature.
6. Upon receipt of signed agreement from Consultant/Contractor, a copy of the agreement goes back to site administrator to attach to board item. And, originals are held for District signature in anticipation of board approval.
7. Once board has approved the item the original agreements will be signed by Superintendent, Associate Superintendent, Business Services, or Director of Purchasing.
8. A fully signed executed original copy of the agreement is sent to the Consultant/Contractor and a PO is issued.
9. Purchasing maintains agreement file with original documents and copies are attached to Purchase Orders for payment processing.