

General Reminders:

- Administrators are the only authorized signers for district contracts.
- We CAN accept electronic signatures from vendors/contractors!
- **If electronically signed by PSD admin, we are required to ask for a wet ink signature (or initial) next to the electronic signature(s) in all cases.** If/when new guidance becomes available on this practice, we will update you.
- PO's are ideal for payment of contractual services invoices. **P-cards are not authorized for this use.**
- Hiring a vendor to provide virtual training is a service that requires a contractual services agreement.
- Plan ahead – if the contract amount is \$10,000 or more, it will need to be approved by the school board.

Commonly Asked Questions:

- **Description of Services to be Provided (start & end dates):**
 - We will use the last contract signature date as the start date unless you specify the start date of services here.
- **Payment Amount (Article 2):**
 - 2.1 (Total Payment) this is the total dollar amount of the contract.
 - 2.2 (Rates) provide additional detail on how the contract is determined (set fee/daily rate/Hourly rate/other/etc).
- **Payment for Services (Article 4):**
 - 4.1 (Invoices) please leave this for the vendor/contractor to complete. It is common to see invoices submitted monthly.
 - 4.2 (B – Nonpayment) please leave this for the vendor/contractor to complete. Sometimes they may choose to leave this blank, and that is acceptable.
- **Insurance (Article 14):**
 - 14.1 – Please review vendor insurance coverage requirements and request a Certificate of Insurance (COI) naming the district as additionally insured.
- **General Provisions (Article 18):**
 - 18.2 (B) (1 – District) add the name of the contact person for this contract. It could be the administrator signing or their designated contact person.
 - 18.2 (B) (2 – Contractor) the vendor/contractor will add their contact info here.
- **First set of signatures required on page 7:**
 - Both district administrator and vendor/contractor need to sign, print name, title and date here.
- **Second set of signatures required on page 8:**
 - Vendor/Contractor needs to add address, phone, email, UBI, Tax ID, sign, print name and date.
 - District administrator needs to sign, print name, title school/dept, date and account (budget) code.

Additional questions? Please contact:

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