



PASCO SCHOOL DISTRICT NO. 1

1215 West Lewis Street • Pasco, WA 99301-5472 • (509) 543-6700

CONSULTANT SERVICE AGREEMENT

Consultants are employed for a specific purpose and a limited period of time. They are not covered by industrial insurance nor receive any employee benefits of the district. Consultants normally have an IRS Identification Number.

The fee for consultants is to be a flat rate agreed upon and approved in advance by the contracting administrator and the business manager. All travel and incidental expenses are the responsibility of the consultant and are to be included in his/her hourly or daily fee. **This contract is not valid without all signatures required below.**

Submit claim for payment on the Pasco School District Consultant Claim Form for Services Rendered. Amount paid will not exceed the maximum allowable cost of contract stated below.

The full amount paid to the consultant by the district will be reported to the Internal Revenue Service on Form #1099. When filing a tax return, it is the responsibility of the consultant to deduct from this full amount any expenses incurred.

Name (Print or Type)

Address

The duties of this assignment are as follows: (Be specific – attach additional sheets if necessary)

Anticipated Dates of Service: _____ Fee: \$ _____ Hourly Daily Maximum Cost of Contract: \$ _____

I have read the above stipulations of this agreement and accept the conditions.

Dated this _____ day _____ 20 _____

Consultant's Signature

Budget Code

IRS I.D. Number or Social Security No.

Administrator's Signature

Business Manager's Signature

Steps in Contracting:

1. District Administrator negotiates work to be performed by consultant, dates of service, hourly or daily rate and maximum cost of contract.
2. District Administrator fills out contract.
3. Consultant signs contract.
4. Administrator enters budget code, signs contract and sends it to the Business Manager for signature