

PLEASANT VALLEY SCHOOL DISTRICT

When Do I Need an Agreement for Professional Services?

An Agreement for Professional Services is required when a School site or Department plans to contract with a Provider of any service, such as, presenting a student assembly, serving food, teaching a class at a District site, etc., including before, during or after school hours.

An Agreement is required regardless of the funding source, i.e., paid for by PTX/ASB, if the service / event is associated in any way to the District.

All work related to District sites or buildings must be first approved by Purchasing/FMO.

All quotes for services/products (anything that asks for a signature) must **not** be signed by the site, but sent to Asst. Superintendent, Business Services for review and signature. Please see the Instructions / Checklist for the processing of Agreements.

Services or products should not be provided without properly signed Agreements and required documentation (certificates of insurance, etc.)

When Do I Need a Field Trip Authorization form?

Every time students leave the campus to go to another location.

This form has specific timelines requiring adherence – please see the form for this information.

Some field trips require Board approval and need even more approval time.

There are other field trip procedures that need to be followed and forms filled out once the trip is authorized.

A field trip should not move forward without District approval.

School site staff and principals are not authorized to sign contracts, quotes, service agreements, invoices, etc. No parent permission forms should be sent out until the District has approved the field trip.

When In Doubt, Call or Email...

805.389-2100 x1162 or vpatrik@pleasantvalleysd.org

or

805.389-2100 x1160 or slovaas@pleasantvalleysd.org