

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

GUIDELINES FOR CONSULTANT PAY FORM

Background

The District will engage the services of a consultant when such services are of a short-term or intermittent nature, contribute to the District's mission, and cannot be performed as effectively by a regular or temporary employee. Consultants work independently and not under District supervision.

Consultant services allow the District to:

- Benefit from recognized expertise in a specific field
- Provide for the mutual exchange of professional expertise
- Collaborate on projects of mutual interest
- Support and assist other institutions with the development of educational capabilities and transfer of knowledge
- Encourage the use of District facilities for educational purposes as long as this use is in the District's interest

Under no circumstances may a consultant be used to:

- Perform work of a managerial, decision-making, or supervisory nature, nor
- May they approve or disapprove actions that commit or expend District funds.

Consultant Pay Form Instructions:

1. Complete the form in its entirety
2. Request W-9 from Consultant (if new)
 - a. If needed, a blank W-9 is available in Google Docs or online www.csisd.org
→Departments → Business Office → Forms
3. The white, green, and yellow copy of the purchase order will be sent to the requestor.
4. Attach the Consultant form and/or invoice to the signed Green copy of the Purchase Order and send to the Business Office for processing for payment.

Consultant Pay Form

For Services Rendered

Is consultant an **employee** or **substitute** of College Station ISD?

- Yes – Stop...Use Request for Supplemental / Miscellaneous Pay form
- No – Continue using form
- W-9 Requested from Consultant

Name of Consultant

Business Name if Different

Social Security Number or
Tax Payer ID Number

Phone

Fax

Email

Mailing Address

City

State

Zip

Services Rendered:

Date(s) of Service:

of Hours/Days Worked:

Rate Per Hour / Day:

\$

COST (Rate x # Hours/Days)

\$

Other Costs (explain):

DESCRIPTION OF COST

AMOUNT

\$

\$

\$

BUDGET CODE:

XXX-X-XX-XX-XXX-XX-XXX--62XX

TOTAL AUTHORIZED PAYMENT AMOUNT

\$

Consultant Pay Statement:

I have rendered the services noted above for College Station Independent School District.

Signature of Consultant

Date

Signature of College Station ISD Official

Date