



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## Vendor Requirements

All completed forms should be submitted to your District 69 contact. Invoices should be submitted to your District 69 contact and [accountspayable@skokie69.net](mailto:accountspayable@skokie69.net).

### • Individual Proprietor

- Individual Proprietor Form
- New Vendor Form
- MOU/Service Agreement
- W9
- Certificate of Insurance Requirements (must meet all requirements)
- Fingerprinting (done by Procuring Manager)
- Sex Offender and Violent Offender database check (done by Procuring Manager)
- Faith's Law (Instructions on the website)

### • Vendor Partner

- Partner Background Check Form
- New Vendor Form
- MOU/Service Agreement
- W9
- Certificate of Insurance Requirements (must meet all requirements)
- Provide list of staff on Partner Background Check Form, update if people change

### • Consultants (if working with children)

- Individual Proprietor Form
- New Vendor Form
- MOU/Service Agreement
- W9
- Certificate of Insurance Requirements (must meet all requirements)
- Fingerprinting (done by Procuring Manager)
- Sex Offender and Violent Offender database check (done by Procuring Manager)
- Faith's Law (Instructions on the website)

### • Consultants (working with adults)

- Individual Proprietor Form
- New Vendor Form
- MOU/Service Agreement
- W9
- Certificate of Insurance Requirements (must meet all requirements except sexual)

misconduct coverage)

- Fingerprinting (done by Procuring Manager)
- Sex Offender and Violent Offender database check (done by Procuring Manager)

- **Health Partners (e.g. Flu Clinic)**

- Partner Background Check Form or Individual Proprietor Form
- New Vendor Form (only if receiving payment)
- MOU/Service Agreement
- W9 (only if receiving payment)
- Certificate of Insurance Requirements (must meet all requirements)
- Provide list of staff on Partner Background Check Form, update if people change

- **Professional Development for Adults**

- Partner Background Check Form or Individual Proprietor Form
- New Vendor Form
- MOU/Service Agreement
- W9
- Certificate of Insurance Requirements (must meet all requirements except sexual misconduct coverage)

- **Independent Student Contractors (e.g. Parent Mentor, Accompanist, Coaches)**

- Service Agreement
- W9
- Fingerprinting (done by Procuring Manager)
- Sex Offender and Violent Offender database check (done by Procuring Manager)
- Faith's Law (Instructions on the website)

- **Independent Interpreters**

- Service Agreement
- W9

- **Offsite Vendor**

- W9
- New Vendor Form

- **Facility Usage/ Rental**

- Facilities Use Agreement
- Certificate of Insurance Requirements