



DOING BUSINESS WITH ENGLEWOOD SCHOOLS

Any company or individual person who wants to do business with Englewood Schools must complete and submit the items noted below based upon the type of services being provided to the District

	CONTRACTED SERVICES	INDEPENDENT CONTRACTORS (IC)
DEFINITION	The District pays a <u>business</u> for services.	The District pays a <u>person</u> for services.
REQUIRED ITEMS PRIOR TO STARTING IN THE DISTRICT NOTE: New documents must be collected each school year	<ul style="list-style-type: none"> ● Englewood Schools Contract & Purchase Order or MOU ● Certificate of Insurance ● W9 ● PERA Determination Form ● PERA Disclosure Form (for PERA Retirees) ● On Site Staff Contact Information Form ● Fingerprint Background Check – This is required for anyone who has access to student data or who will be working alone with students (not supervised by a District employee) 	<ul style="list-style-type: none"> ● Englewood Schools Contract & Purchase Order or MOU ● Certificate of Insurance ● W9 ● PERA Determination Form ● PERA Disclosure Form (for PERA Retirees) ● On Site Staff Contact Information Form ● Fingerprint Background Check – This is required for anyone who has access to student data or who will be working alone with students (not supervised by a District employee) ● LICENSED staff Fingerprint Background Check
WHERE DO I LOCATE THE FORMS AND WHO DO I SUBMIT THEM TO	<p>Please click the links above</p> <p>The hyperlinked forms above, including your organization's Certificate of Insurance, must be submitted to the contact person at the school or department requesting the services.</p>	
HOW ARE INVOICES PAID?	<p>Invoices are not paid until all documents above are submitted and services are completed. Upon completion of services, invoices must be submitted and approved by your district contact. Invoices are paid at net 30 by the Accounts Payable department. Vendors should not provide services/goods until they have received a PO or Contract from their point of contact at Englewood Schools.</p>	