



SERVICE CONTRACT

This agreement is entered into this _____ day of _____, _____, between _____, the individual, and Cleveland Heights-University Heights City School District for the exact payment of \$ _____. For this payment, the aforementioned individual agrees to provide the following services:

The above mentioned services are to be performed on the following day/dates/times:

Payment has been encumbered with Purchase Order No. _____

SIGNATURES

Contracting Individual: _____ Date: _____

District Administrator: _____ Date: _____

No work can begin without an approved background check in accordance with Board Policy 8142.

Human Resources: _____ Date: _____

Treasurer: _____ Date: _____

Bottom portion to be completed by contracting individual.

By signing this contract, I recognize that I am not an employee of the Cleveland Heights-University Heights City School District and that I am responsible for declaring earnings for tax purposes (local, state, federal). There is no expectation or entitlement to benefits or the like. **A completed W9 must be attached to this contract.**

Contracting Individual: _____ Date: _____

Social Security Number: _____ Phone: _____

Full Mailing Address: _____

This contract is valid only after certification of the availability of funds has been made by the Treasurer on a current purchase order.