

All contracted services with consultants, consulting firms, or similar agencies shall be guided by a written contract. [See CJ (EXHIBIT)]

PROCEDURES District administrators contracting for consultant services shall fulfill the following conditions:

1. The Contract for Consultant Services shall be completed when date(s) of service and fee are confirmed prior to the actual date of the proposed services. The department/campus requesting the service may send a facsimile of the contract to the consultant for their signature. The appropriate assistant superintendent of the funds being utilized should then sign the contract.
2. Submit an ECISD requisition form and a copy of the signed contract to the Purchasing Department as soon as the contract has been executed. A purchase order will be issued and the funds encumbered at that time.
3. The Purchasing Department will not approve payment for consultant services except under the conditions outlined above.

OTHER CONTRACTS Contracts provided by the consultant, firm or agency may be utilized in lieu of the District's contract form provided that the contract includes all information and terms outlined in CJ (EXHIBIT).