Pasco School District #1

Fiscal Services Department
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Contractor Service Agreement Approval Process

The current approved *Service Agreement*, *Contractor Proposal/Scope of Work*, and *IRS W-9* templates can be found at https://www.psd1.org/departments/finance/procurement under the Procurement Forms tab.

A fully executed service agreement includes:

1. The service agreement itself
2. Contractor Proposal / Scope of Work
3. The District General Terms and Conditions

The web address to the General Terms and Conditions is referred to in the Service Agreement, so this document does not need to be attached.

To execute a service agreement:

- Email the (1) Service Agreement, (2) IRS Form W-9, and (3) Contractor Proposal/Scope of Work to contracts@psd1.org .
- Be sure to include an account code and the name of the sponsoring administrator.
- If this is an ASB funded service, include the signed ASB approval.

The sponsoring administrator may be asked to initial (via Adobe Sign) the contract to verify their support and approval. It is okay to do this before submitting to contracting to expedite things.

IMPORTANT POINT #1
Please remind your contractors that services should not be rendered until a Service Agreement signed by the District's designated signer has been provided. The default signer is the Executive Director of Fiscal Services, currently Dr. Castilleja.

IMPORTANT POINT #2
All contracts must be sponsored by an administrator.

Updated June 17, 2025