



### ***SERVICE CONTRACT for Non-Employees***

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between \_\_\_\_\_, independent contractor, and Cleveland Hts-University Hts 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.** The Vendor is solely responsible for determining, withholding, calculating, and remitting all required Ohio State Teachers Retirement System (STRS) and/or Ohio Public Employees Retirement System (SERS) contributions for its employees, agents, and subcontractors performing services under this Agreement, as mandated by Ohio Revised Code Chapters 145 and 3307 and other applicable laws. The School District shall have no obligation or liability for such contributions and the Vendor shall indemnify and hold the School District harmless from any claims, penalties, or expenses arising from the Vendor's non-compliance.

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.*