# Kerrville ISD
# Contract Services Flowchart

Department/Campus initiates contract services agreement with Contracted Personnel.

Department/Campus will send the following completed forms to HR:

-Contract Services Form
*(keep copy for yourself)*

-DPS Verification
*(if directly working with students)*

-Criminal History Record Information
*(if directly working with students)*

Technology RUP Forms*)*
*(only if needing KISD Technology)*

If contract services has direct contact with students, HR will conduct background check & inform department/campus of outcome.

1. HR will send Benefits Office (Dee Dee Sheridan) Contract Services Form.
2. Benefits Office will schedule an appointment with Contracted Personnel to complete Vendor Packet.
3. Benefits Office will notify Department/Campus & HR that contractor has been entered in the system.

Department/Campus will send **Contract Agreement <u>and</u> Contract Services Form** to Accounts Payable (Brandy Blocker)

All contract services will end at EOY.

If contract services end during school year, Department/Campus will submit the Exit Report portion of the Contract Services Form to HR within 24 hours of last day of services.

Updated 6/2021