

CONSULTANT or CONTRACTUAL SERVICE AGREEMENT
RENTON SCHOOL DISTRICT NO. 403
Renton, Washington

Business Office
Contract No. _____

A. **NAME** (Payee) _____ SOC. SEC. No./Taxpayer I.D. No. _____
(Supplier/Firm/Individual)
REPRESENTATIVE _____ TELEPHONE _____
PAYMENT MAILING ADDRESS _____ (street address/PO box no.) (CITY) (STATE) (ZIP CODE)

B. **SERVICES REQUESTED BY** _____ BUDGET No. _____
(department/building)

By signing below, Supplier agrees to perform specified services for the Renton School District. It is understood that Supplier is not an employee of the District and such services are exempt from unemployment benefits under RCW 50.04.145.

C. **PURPOSE OF PROJECT:** Supplier will provide _____ (hours/days/task/other) for the purpose of _____

D. **DATE:** Start date _____ Completion by _____ Final decision on number of sessions, time and dates resting with school or department.

- **Delivery of services not authorized prior to contract approval. (School Board approval required if greater than \$5,000)**
- **If amount is \$5,000 or greater, submit for School Board approval on Board date: _____**
- **Beginning and completion dates are to be within the same fiscal year.**

E. **PAYMENT:** A fee of \$_____ or an hourly rate of \$_____ per hour plus \$_____ for materials and supplies will be paid at completion of services specified, upon confirmation of requesting school or department. Fees for fewer hours will be adjusted on a prorated basis either by mutual consent or by District Direction. A maximum payment of \$_____ and/or maximum of _____ hours is authorized.

F. **GENERAL TERMS AND CONDITIONS:**

MATERIALS AND SUPPLIES TO BE PROVIDED BY: Renton School District _____ Consultant/Contractor _____. Materials purchased or expenses incurred by the Consultant or Contractor without District approval are not reimbursable.

TRAVEL AND PERSONAL EXPENSES – Included in basic fee unless specifically negotiated and itemized below:

COMMENTS _____

- G. 1. Contractors and their employees who will have regularly scheduled unsupervised access to children shall require a record and fingerprint check through the Washington State Patrol criminal investigation system and through the Federal Bureau of Investigation. RCW28A.400.303.
2. Contractors shall prohibit any employee who has contact with children during the course of employment and who has plead guilty or been convicted of any felony crime as set forth in RCW.28A.400.330 from working at a public school.

Certification of Supplier/Consultant – Under penalties of perjury, my signature below certifies:

- (1) The number shown on this form is my correct taxpayer identification number;**
- (2) I am not subject to backup withholding;**
- (3) I have not been an employee of the Renton School District in the last 12 calendar months.**
- (4) I will complete the "Contractor Status" form and attach to this Agreement.**
- (5) I have complied with all of the above requirements. Failure to comply shall be grounds for immediate termination of this contract.**

The Renton School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap.

H. Supplier/Consultant _____	Date _____
I. Principal/Supervisor _____	Date _____
J. Supervisor/Dept. of Instruction _____	Date _____
K. Business Operations _____	Date _____
L. Human Resources Department _____	Date _____
M. Board Approval _____	Date _____

CERTIFICATION OF COMPLETION OF SERVICE. (to Business Operations)

This is to certify that services have been rendered. I authorize payment of:

\$ _____ which is final payment or \$ _____, which is partial payment.
(No. _____ of _____ total payments.)

Supervisor _____ Date _____

ROUTE COPIES TO: Principal/Supervisor (after Board approval) Business Operations Supplier (after Board approval)
 Dept./Bldg. originating contract Human Resources Dept.