



(Print) Company/Individual Name

Street Address (PO Boxes Prohibited)

_____|_____|_____
City State Zip Code

() | () | _____
Telephone Fax E-mail Address

FED Tax ID No. / Social Security No: _____ Attach IRS Form W9

(Check one below)

- Individual/Sole Proprietorship Partnership Corporation/LLC Non-Profit (501c3)/Government Inst.

Authorized Representative Name Title Signature Date

Independent Contractors providing goods or services shall adhere to the Terms and Conditions of the Purchase Order, located at the link below, regardless if a District Purchase Order is issued. In the event of a conflict, these Purchase Order Terms and Conditions will prevail. The terms and conditions can be viewed here:

https://staff.sandiegounified.org/departments/strategic_sourcing_and_contracts_and_purchasing/purchase_order_general_terms_and_conditions

(CHECK ONE OF THE CLASSIFICATIONS BELOW)

- RESOURCE PERSON.** A recognized expert in his/her field, (performing artist, student or parent attending the workshop, artist in residence, speaker or presenter, technical assistant, grant writer, and any other) who provides services for instructional and instructional support programs.
- STUDENT SERVICE PROVIDER.** Independent contractor who provides direct pupil services including health programs, guidance counseling, and therapy.

DESCRIPTION OF SERVICES: _____

Not-to-Exceed Amount of Agreement \$ _____ Start Date of Service _____ End Date of Service _____

Attach Scope of Work/Quote (Scope of work/Quote shall state times and days of service, total cost, and location).

Private School Name _____ Department/Location Code (4digit) _____

RESPONSIBILITIES OF INDEPENDENT CONTRACTOR

1. The Contractor will provide all materials and support services necessary for the performance of this service. The District should not be providing office space on a regular basis, clerical, secretarial, or other support for the Independent Contractor such as materials, copying, printing, office supplies, etc.
2. The Contractor shall be paid by the job or upon completion and acceptance of the work as a whole.
3. The Contractor must bear the cost of any travel and business expenses incurred to perform this service. Generally, the Independent Contractor will pay the cost of any travel and business expenses incurred to perform the work. However, some agreements may be made to provide for payment of airfare, mileage, etc. for consultants.

District Representative Name: _____ Title: _____ Date: _____

Signature: _____ Email: _____ Phone No: _____

District Director/Executive Name: _____ Date: _____ Signature: _____

Email: _____