



CONSULTANT/INDEPENDENT CONTRACTOR SERVICES

Date _____

REQUESTOR INFORMATION:

Person Requesting Services _____

Campus/Department _____

CONSULTANT INFORMATION:

Consultant's Name _____

Social Security Number _____ District Employee Yes No

Mailing Address _____

Telephone Number _____

Description of Services _____

Note: If services involve direct contact with students, this agreement will be contingent upon meeting all Texas SB 9 requirements, section 22.0834. The contractor must:

- Obtain "Contractor's Information Packet" from Purchasing Department. This packet includes:
 - Letter of Intent to Procure Services by an Independent Contractor
 - Certification of Criminal History Record Information
 - Certification of Criminal History Record Information Form
 - Information from Texas Department of Public Safety
- Contractor returns Certification of Criminal History Record Information form with documentation from Texas Department of Public Safety to Director of Purchasing.

Date(s) of Services _____

Rate to be Paid _____

Expenses to be Paid _____

TOTAL TO BE PAID _____

Signature of Consultant/Independent Contractor

INFORMATION BELOW TO BE COMPLETED BY ADMINISTRATOR REQUESTING SERVICES:

Contract Approved Yes No

Budget Number _____

Approved for Payment Date: _____ Amount: _____

Administrator Approval *Date*

Superintendent Approval *Date*