SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Rosanna Mucetti / _____ / 8-4-15
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Leyda Hijazi dba Blue Dish Catering

2456 Teagarden Street | San Leandro | CA | 94577
Address | City | State | Zip

510-614-5500 | _____ | _____
Telephone Number | Fax Number | Cell # or E-Mail Address

SCOPE OF WORK: Estimated Food Costs for Site Admin Meetings for 2015-16 school year

LOCATION OF SERVICES: Usually at DO (either Juniper St or City Hall)

DATE(S) OF SERVICE: TBD--every month August 2015-June 2016

ESTIMATED COST: Approx $8,500 for the school year (and/or hourly Rate: $_____)

NAME OF PROGRAM: Ed Services General Funds

BUDGET NUMBER: 010-5806-0000-1110-2100-040-40- -410 (or ASB funds____)

Administrator/Program Manager Approval:

Rosanna Mucetti / _____ /Date: 8-4-15
Print Name / Signature

Consultant/Contractor:

Leyda Hijazi / _____ /Date: _____
Print Name / Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: _____Fingerprinting ___TB
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ____Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
____Originating Department ____Human Resources ____Purchasing Department
(initials: _____)