

CONTRACTED SERVICE PERSONS

TO CONFORM TO IRS STIPULATIONS, DISTRICT GUIDELINES FOR USING “CONTRACTED SERVICES” IS:

1. The person contracted with must complete our District “Contract for Consultant Services” form when the agreement to perform is made. This means before the event/class.
2. The person contracted with must complete a W-9 Form. This is a request for their Taxpayer Identification Number and Certification which determines how they will be paid.
3. The person contracted with must provide a numbered invoice for payment (this is item seven on the contracted service form).

All three of these items are necessary whether you initially pay from your books or from accounts payable and is necessary back-up when asking for reimbursement to an individual or to your school books.

Please note that without all three items, your school books will not be reimbursed.

PLEASE REFER TO BOARD PROCEDURE 3320 PURCHASING PROCEDURES ON THE FPS DISTRICT WEBSITE.

Equipment, supplies or services shall not be purchased from an employee or Board member of the District, nor from a member of a household of an employee or Board member, nor from any firm or vendor in which an employee, Board member or member of his/her household holds a ten percent or greater financial interest.