

PROPOSED DISTRICT PROCESS
FOR SHORT TERM CONSULTING SERVICES
(1-3 days of consulting work)

- A Short Term Contract For Consulting Services is completed by a staff member.
- The requested contract is approved by a school administrator, the Teacher Resource Center Director, a grant director, or other district administrator.
- The originator forwards the contract to be signed by the consultant.
- The signed contract is returned to the originator and is forwarded to the District Grant Administrator (grants) or the Deputy Superintendent (general budget) for approval.
- The District Grant Administrator or the Deputy Superintendent presents the contract to the Board Attorney for approval (initial).
- The Board Attorney presents the contract to the Superintendent for signature.
- The Superintendent forwards the approved contract to the business office to be placed on the Board Report as an Approval Of Contract.
- If approved by the Board, the Board President signs the contract.
- The original is sent to the District Clerk. Copies are distributed as follows: (1) to Mr. Martinez or Mr. Laurrie, (1) copy to the Business Office, (1) copy to the originator, and (1) copy to the consultant.
- It will be the responsibility of the contract originator to allow enough time (45 – 60 days) for the approval process.
- PO / blanket order input into FM system **prior** to event or service provided.