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Subject: Is a Contract Needed?
Date: Wednesday, April 24, 2024 12:42:53 PM
Attachments: [image002.png](#)
[image003.png](#)
[CSA - Checklist.pdf](#)

Hello,

We have been getting lots of questions recently on when a contract is needed, and the difference between a vendor and a volunteer so here are a few tips:

-When an outside vendor will be coming onto district property, a contract is needed prior to their visit.

-If the vendor is offering their services free of charge, a contract is still needed, as they are performing a service, presentation or program they created.

The attached checklist is an internal document meant for district staff to complete to the best of their ability, please do not send this to the vendor. Much of the information needed can be found on the vendor's W-9. If this is the first time they are working with the District, a W-9 is required. It's a good idea to always ask for a current W-9 though, as it will confirm any changes we may not have on file (in BusinessPlus). Please send the completed checklist (along with any other documentation provided by the vendor) to Matt Moore, so he can draft a contract and get it signed. Once the contract is completed, then the PO can be created.

Sometimes vendors provide their own forms, quotes, contracts, agreements, etc. that they want signed. Do not sign them! Please forward these documents to Matt for review and please relay this to your Administrators, Librarians, Coaches, Teachers, etc. as well. Only Principals and Directors can sign such documents, but that does not mean they can sign everything. There are lots of rules when it comes to signing authority, so it's always best to ask questions first.



Volunteers (parents, friends, community members, etc.) do not need contracts, but do need to go through the district's volunteer approval process. Volunteers are coming to help your school with an activity/event/work determined by the school (rather than their own agenda/program).

If you are unclear if your visitor is a Vendor or a Volunteer, or have any other related questions, please reach out to Matt for clarification.



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