



# Sequim School District No. 323

*Engage Empower Thrive*

503 N Sequim Avenue, Sequim, WA 98382

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www.sequimschools.org

## PERSONAL SERVICES CONTRACT INSTRUCTIONS

Personal Service Contracts require specific forms to be completed **PRIOR** to forwarding to the Business Office. Please see the business office or check the district website for all required forms.

**Please note:** An individual who is contracted for personal services “CAN NOT” be an employee of the Sequim School District in ANY capacity, which includes being on the substitute list. Please verify before continuing.

The total amount listed on the personal service contract and the purchase order is to be listed as a **TOTAL** amount for services. Do not break down expenses but do note that (if) expenses are reimbursable.

To process a personal service contract, the following forms must be completed **PRIOR TO SERVICES BEING RENDERED:**

- ***Request for Approval of Independent Contractor*** form completed by Contractor and turned in to requesting school/department. Requesting school/department completes bottom portion of form and submits to the Business Office.

Only **AFTER** the above form is approved should you proceed to fill out and submit the following forms:

- ***Personal Service Contract*** form
- ***Personal Services Contractor Status (DRS Contractor Status)*** Form
- ***W-9*** Form
- ***Fingerprint Card*** (if having unsupervised access to children)
- ***Proof of professional/general liability insurance***
- ***Copy of business license***
- ***District Purchase Order***

**PERSONAL SERVICE CONTRACTS ARE REQUIRED FOR ANY PERSON OR A COMPANY THAT PROVIDES WORKSHOPS, INTERPRATATION SERVICES, TRAINING, CONSULTING, SPEAKING ENGAGEMENTS, OR ANY OTHER SERVICE.**