
SERVICES AGREEMENTS (CON-P002)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Submitting and approving services agreements.

2.0 RESPONSIBILITY:

- 2.1 Assigned analyst

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing

4.0 DEFINITIONS:

- 4.1 Contractor – An individual or company whose relationship with the district is not one of employee.
- 4.2 Services – Personal services offered by a contractor other than those services classified by the Internal Revenue Service as educational worker related.

5.0 PROCEDURE:

- 5.1 District staff determines the need for services to be provided by a contractor.
 - 5.1.1 District staff, through proposals or other means, selects a contractor to perform services, and submits a services agreement requisition encumbering the funds to pay for the services.
- 5.2 Assigned analyst reviews the proposal or other documentation and, if appropriate, prepares a contract, and approves the requisition. See CON-P004, 5.1 for exclusions.
- 5.3 To change the terms of services, district staff notifies the assigned analyst who makes the requested change, e.g., amount, dates.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Contract

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Contracts	Secured Files	5 years	Discard as desired	Secured Files

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

Approved signature on file

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial Release
8/22/05	B	Revise 2.1 to Contracts Officer
6/5/06	C	Revise records retention table
10/17/07	D	Revise procedure
11/12/08	E	Revise 6.0 and 7.0

***** End of procedure *****