

REQUEST TO HIRE AN INDEPENDENT CONTRACTOR

To: Director, Human Resources

From: _____ Department: _____

Date: _____ Phone: _____

Please develop and execute a contract or agreement reflecting the following information:

Independent Contractor/Entity: _____

Tax Identification Number: _____

Address: _____

Zip: _____

Phone: () _____ Email: _____

Special Training: Contractor is specially trained, experienced, and competent in the field of _____

Services Provided: _____
[Must provide a one sentence summary and attach a detailed Scope of Services, Exhibit A]

Date(s) of Service: _____

Fee: _____
[Must attach a detailed Fee Schedule, Exhibit A]

Is this position grant-funded? Yes: _____ No: _____

If yes, what is the name and type of grant? _____

Provide a one sentence summary of grant: _____

Budget: _____ %
[Provide complete budget number(s)]

Method of Payment: Warrant based on approved invoice

Payment made to Whom? _____

FOR OFFICE USE ONLY
Contractor's Certificate re: Fingerprinting Requirements on File? YES ____ NO ____
Current W-9 on File? YES ____ NO ____

Initiator's signature _____ Date _____

Program Manager's signature _____ Date _____

Assistant Superintendent's signature _____ Date _____

Internal Business' authorization _____ Date _____

Superintendent's authorization _____ Date _____