

Saginaw Intermediate School District  
**Agreement for Services**  
**Check List**

**Agreement for Services Procedure**

An agreement for service must be completed whenever a service is provided to SISD or SISD Head Start. If you will be using a vendor more than once in a fiscal year you may do a blanket agreement for service for that year. You will then need to state on Exhibit A that the total cost is not to exceed “X” amount of dollars for the year.

An agreement for service is not required if a service is deemed necessary by the Administrator due to an emergency situation. A prior written approval is required by either Chris Frank or Sally Peterson prior to the work being started.

An agreement for service must include the signed Receipt of Information form, completed W-9, and a Certificate of Liability and Workers’ Compensation Insurance from the vendor. A waiver of insurance should only be used for presenters and training events. Any physical work being done on our property should require a certificate of liability and workers’ compensation insurance.

Exhibit A should include the account number, a brief description of the service that is being provided, and the total amount of the agreement. The checklist below should be used to help guide you through the process.

If you have questions regarding an agreement for service you may contact either Chris Frank or Sally Peterson.

Complete all four pages of the contract for Administrative review and approval and check one of the following:

\_\_\_\_ Contractor **will** be providing services to students on a “regular and continuous” basis.  
**(Fingerprinting Required)**

\_\_\_\_ Contractor **will not** be providing services to students on a “regular and continuous” basis **but may have** contact with students in a supervised setting **(ICHAT & MIPSOR Required)**

\_\_\_\_ Contractor **will not** be providing services to students on a “regular and continuous” basis and **will not** have contact with students. **(No Requirement for Criminal History Record Check)**

1. Submit the following for contractor’s signature:

- a. Agreement for Services Contract (Return signed copy to Saginaw ISD)
- b. W-9 Form (Return to Saginaw ISD with signed contract.)
- c. Receipt of Information Form (Return to Saginaw ISD with signed contract)
- d. Right to Know Program (Contractor’s copy)
- e. Asbestos Management Program (Contractor’s copy)
- f. Harassment Policy (Contractor’s copy)
- g. Freedom of Information Act – Board Policy (Contractor’s copy)
- h. Corporal Punishment – Board Policy (Contractor’s copy)
- i. Child Protection - Board Policy (Contractor’s copy)
- j. Ethics – Board Policy (Contractor’s copy)

2. The contractor must provide the following:

- a. Copy of Liability Insurance Policy
- b. Copy of Workers’ Compensation Insurance (if required).

3. Submit the following documentation to the Director of Finance and Business Operations:
  - a. The Original signed copy of the Contract
  - b. The Original signed copy of Receipt of Information form.
  - c. Proof of Liability of Insurance Policy
  - d. Proof of Workers' Compensation Insurance (if applicable).
  - e. W-9 Form
4. The Director of Finance and Business Operations will do the following:
  - a. Submit agreement to the Superintendent's office or Board for final approval when applicable.
  - b. Assign a contract number and enter information into a database.
  - c. Return a copy of the signed agreement to the Administrator (originator).
  - d. Verification of ICHAT/Live Scan Fingerprinting process with Personnel Office.
  - e. File the original copy.
5. Processing Payment Voucher
  - a. Provide the Name, and Address, on the voucher. Note: You must use the home address if the check is issued to an individual.
  - b. Provide the dollar amount for this payment.
  - c. You MUST include the Contract # in the description "For the Following".
  - d. Provide Special Instructions, i.e. Do Not Mail Check
  - e. Provide account number which should match the account number that was provided on the agreement.
  - f. Authorized Administrator must sign.
  - g. Submit original copy of the Payment Voucher to the Finance and Business Operations department for processing.