

**PLUMAS COUNTY SCHOOLS
Business Services
Contract/MOU Routing Sheet**

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| Contract #: (assigned by Business Office) |
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| Designate: (check one) | <input type="checkbox"/> PCOE Contract | <input type="checkbox"/> PUSD Contract |
| Contractor: | | |
| Program: | | |
| Service: | | |
| Dates of contract: | | |
| Amount: | | |
| Income <input type="checkbox"/> Expense <input type="checkbox"/> | Amendment <input type="checkbox"/> | Submitted by: |

Route as follows (for District Office Use):

| ACTION | DATE | ROUTING |
|--|------|---|
| Preliminary: Determine whether independent contractor or contract employee <ul style="list-style-type: none"> • If independent contractor, complete purchase requisition • In contract employee, complete Personnel Action Form • Complete Service Contract Request Form • Complete Service Contract Routing Sheet | | Requestor |
| Required contract documents received and confirmed by Business Office | | Admin Asst. Business |
| If designated independent contractor, service contract is prepared. | | Admin. Asst. Business |
| If designated contracted employee, contract employee agreement is prepared. | | Admin. Asst. Business |
| Contracts reviewed and approved | | Deputy Superintendent Business Services |
| Service contract mailed to I.C. Contractor (including W-9). Contract employee agreement mailed to employee for signatures. HR Notified of contract employee and requests placement on next agenda for H.R. items. | | Admin. Asst. Business |
| Contract approved by the Governing Board (not required for PCOE contracts) | | Governing Board |
| Original contract that has been signed by contractor and/or employee submitted to Superintendent's Office, after board approval (Business Office will hold purchase requisition) | | Admin. Asst. Business |
| Superintendent signs contracts | | Superintendent |
| One fully executed original contract employee agreement to Employee, copy to H.R. and payroll. | | Admin. Asst. Business |
| One fully executed original service contract with W9 and purchase requisition to Accounts Payable to process purchase order. | | Admin. Asst. Business |
| One fully executed original service contract with P.O. sent to contractor; one copy of contract with gold copy of P.O. kept in P.O. file. | | AP Technician |
| Contract reviewed for State reporting requirements (EDD). | | Admin. Asst. Business |
| Contract with original signatures filed in Business Office | | Admin. Asst. Business |