

Will Consultant be working
in the school with Students?
_____ Yes _____ No

Requisition # _____
Facility # _____
Purchase Order # _____

DOUGLAS COUNTY SCHOOL SYSTEM AGREEMENT FOR CONSULTANT

SCHOOL SYSTEM: DOUGLAS COUNTY SCHOOL SYSTEM SCHOOL: _____
P.O. BOX 1077
DOUGLASVILLE, GA 30133 BUDGET: _____

CONSULTANT/INSTRUCTOR: _____
ADDRESS: _____

PHONE: _____ EMAIL: _____

FEDERAL ID OR LAST 4 OF SS #: _____

TITLE OF ACTIVITY: _____

DATE(S): _____ HOUR(S): _____

HOURLY RATE (IF APPLICABLE): _____

_____ CONSULTANT FEE TOTAL

_____ TRAVEL EXPENSE

_____ TOTAL CONSULTANT EXPENSE

SCHOOL SYSTEM CONTACT FOR CONSULTANT: _____

CONSULTANT SELECTION REASON: _____

PRINCIPAL SIGNATURE

DATE

DIRECTOR/COORDINATOR SIGNATURE

DATE

IN SIGNING THIS AGREEMENT, I UNDERSTAND THAT THE DOUGLAS COUNTY SCHOOL SYSTEM IS ON A NET 30 DAY PAYMENT SCHEDULE AND THAT I WILL NOT RECEIVE PAYMENT UNTIL 30 DAYS AFTER THE DATE OF INVOICE AND COMPLETION OF SERVICE. I ALSO UNDERSTAND THAT IN ORDER TO INITIATE PAYMENT, I MUST SUBMIT AN INVOICE TO THE ACCOUNTS PAYABLE DEPARTMENT FOR PROCESSING WITHIN 30 DAYS AFTER THE COMPLETION OF SERVICE.

CONSULTANT'S SIGNATURE

DATE

NOTE: If this is a new consultant, entire Vendor Packet must be completed PRIOR to any work being requisitioned or scheduled. This includes the GA Security and Immigration Compliance Act and Contractor Affidavits.

TUTORING CONSULTANTS SHOULD NOTE THAT THEY WILL BE PAID THROUGH THE DCSS PAYROLL SYSTEM.

CONSULTANTS WILL BE REQUIRED BY THE DCSS TO SUBMIT TO A CRIMINAL RECORD CHECK AND FINGERPRINTING IF WORKING IN THE SCHOOL.

CONSULTANTS MUST ABIDE BY POLICIES, RULES, REGULATIONS AND PROCEDURES OF THE DCSS.

CONSULTANTS MUST READ AND BECOME FAMILIAR WITH THE APPROPRIATE DCSS POLICIES AND REGULATIONS.