



NAME: _____
VENDOR#: _____ For Office Use Only

ROUTING SLIP

- All forms must be attached to the routing slip and be sent to the following departments starting with the department that is requesting the agreement.
- Completed paperwork from the vendor must be sent by inter-office mail by the department requesting the vendor with the routing slip. DO NOT ask the vendor to mail the paperwork to Purchasing or Human Resources.
- ALL paperwork must go through Human Resources. **Even if the vendor will have no contact with students.**

1. Department Level _____ / _____
(Signature) (Print Name)

2. Email Vendor # to: _____

The vendor will be presenting to: _____ STAFF ONLY _____ STUDENTS

If the vendor is presenting to STAFF ONLY, send directly to Purchasing.

If the vendor is presenting to STUDENTS, contact Kathy Sewell at 469-633-6380 in Purchasing to determine if a background check has been completed.

3. Human Resources _____
(Janie Franke) (Date)

4. Purchasing _____
(JoAnn Tinney/Kathy Sewell) (Date)

5. Finance _____
(JoAnn Tinney)

- Budget Code _____

VENDOR NUMBER:

The vendor number will be issued by the purchasing department and the number will be sent to you by email. Once you have received the vendor number, process the direct pay for these contracted services and then forward to Susan Hill/Finance Office.

Forms must be submitted 30 days prior to services rendered for prompt payment.



**Contracted Services Agreement
AMENDMENT**

The Contract Agreement Amendment form will be used to modify dates and location of the original agreement within the same school year.

This agreement is made this _____ day of _____, 20____, between Frisco Independent School District (FISD) and _____ (please print) (hereinafter referred to as the Contracted Service Agent). The FISD and the Contracted Service Agent for the Consideration stated herein, hereby agree as follows:

The FISD shall hereby retain _____ in his/her capacity as an independent contractor for a period of _____, commencing _____, 20____, and ending no later than _____, 20____ (ending date may not exceed June 30th of the current school year). Contracted Service Agent is not an employee of FISD and is not entitled to benefits and /or withholdings. Agent agrees to hold District harmless from any and all liability incurred by District by reason of Agent’s negligence or breach of contract, including, without limitation, damage of every kind and nature, out-of-pocket costs and legal expenses. The compensation to be rendered to the Contracted Service Agent shall be no greater than \$_____ (circle one: a) hourly b) daily c) annually d) one time payment) and payments shall be made to the Contracted Service Agent upon submission of invoices to the FISD for approval by _____(please print).

If payment different than above please attach payment agreement.

Second or Multiple Location/Dept/Campus: _____

Budget Code: _____

The Contracted Service Agent will perform the following specific services for the FISD:

The Contracted Service Agent further agrees to serve and perform such duties at such times and places, and in such manner as directed by the FISD.

Mileage & Hotel if applicable: _____

Contracted Service Agent Telephone Number: _____

Email Address: _____

Both parties furthermore agree mutually that if the Contracted Service Agent shall without the consent of the FISD terminate his/her services, the Contracted Service Agent forfeits all rights to any compensation not at the time paid to him/her. The FISD may cancel this agreement, revoking the Contracted Service Agent relationship created if at anytime said Contracted Service Agent fails to perform his or her duties and obligations under the agreement. The terms and conditions of the agreement shall be exclusive and binding upon both parties.

FISD Representative (signature/print)

Date

Contracted Service Agent (signature/print)

Date