

Contract for Service Form

Rock Island-Milan School District 41

VENDOR NAME:_____ **EMAIL:**_____

ADDRESS: _____

DATES OF SERVICE TO BE COMPLETED: _____

SCHOOL DISTRICT CONTACT: _____

COMPENSATION: \$_____

DESCRIPTION OF DUTIES:

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Is this a Subscription/Software: Yes ☐ or No ☐

If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)

Subscription/Software Name:_____ **Website:**_____

Subscription/Software Start Date:_____ **End Date:**_____

SOPPA Approved: Yes ☐ or No ☐

Requesting School:_____

Budget Code: _____

Signature of Vendor:_____Date:_____

Signature of Budget Administrator:_____ **Date:**_____

Superintendent or School Board President

Date

CONTRACT FOR SERVICE FORM INSTRUCTIONS

1. Enter **Vendor Name, Email, and Address**
2. Enter **Dates of Service** (most common is school year, *ex. 2024-25 school year*)
3. Enter **School District Contact**
4. Enter **Compensation** (if you do not know the exact amount, it is best to use an estimate with a cushion built in, *ex. If it was \$1,234 last year, you might use Not to exceed \$2,000*)
5. Enter **Description of Duties** (BRIEFLY describe the services to be provided)
6. Check YES or NO for **Is this a Subscription/Software** (if NO, proceed to the next section. If YES, complete the subscription/software information lines)
7. Enter **Requesting School**
8. Enter **Budget Code**
9. Submit form to **Vendor** for a **signature and date** (not needed if the Contract is for a subscription/software)
10. **Budget Admin signs and dates**
11. Form is scanned and emailed to the Executive Assistant to the Superintendent. If Federal funds are being used, please send to the Grants, Accountability & Assessments Specialist; the GAA/T&L Departments will ensure it is delivered to the Executive Assistant once they have approved.

GUIDELINES

1. Contracts for Service are required for ALL service and subscription/software purchases. If it is not a physical good, it likely requires a Contract. This includes rentals but does not include memberships.
2. Contracts are required to be completed and approved prior to any services being scheduled or performed.
3. Contracts over \$10,000 (either for a single purchase or for the total spent with a single vendor across the District throughout the fiscal year) require School Board approval.
4. All Contracts, upon approval, require a requisition be entered into APECS so that a Purchase Order will be created.
5. The signed and returned Contract will not be sent directly to the vendor by the Executive Assistant. Instead, the approved Contract should be attached to the requisition in APECS and will be sent to the vendor along with the Purchase Order.
6. The required process for the purchase of all services, subscriptions, and software is as follows: (a) Contract for Service; (b) requisition in APECS with signed and approved Contract attached; (c) PO; (d) service performed/ subscription ordered.
7. Under **Dates of Service, Compensation, and Description of Duties**, please provide enough information for the Superintendent to determine if the Contract is allowable, however, please do not be so specific that amendments are required for minor changes (*ex. **Dates of Service** marked as "Every Thursday in February and March" but one day is a snow day and gets rescheduled to the next day. The Contract now has to be amended because it only allows for service to be provided on Thursdays. A better option would be "Spring 2025" or "Third Quarter 2025"*).
8. Please contact the Business Office with any questions or needed clarification.