



Administrative Offices
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ASB Independent Contractor Agreement Mandatory Instructions

(NOTE: Requires Adobe Reader)

Below please find guidelines for the Originating Administrator to properly complete Form BS-10A, CUSD ASB Independent Contractor Agreement.

Prior to Start of Services:

1. Has the Independent Contractor worked for Chico Unified before? Check Independent Contractor's File. If the Independent Contractor is listed, along with similar services, proceed with completing the ASB Independent Contractor Agreement. If the Independent Contractor is not listed, or is listed with a different service, complete BS-10A and send it to the Assistant Superintendent, Business Services, for approval before completing the ASB Independent Contractor Agreement; or, complete both BS-10A and the ASB Independent Contractor Agreement and forward them to AS, Business Services for review. If it has been determined that this is not a true Independent Contractor, then contact Personnel to process as an employee.

The ASB Independent Contractor Agreement should be completed as follows:

2. Section 1: Type in *name, email address, address, phone number, taxpayer ID or SSN, effective dates of agreement and location of services*.
3. Section 2: Type in *scope of work* to be performed as well as *goal (if applicable)*, to be achieved as a result of this ASB Independent Contractor Agreement. Please be specific and add any additional pages to best assist with clarifying intent.
4. Section 3: Fill in the account or accounts to be charged for this ASB Independent Contractor Agreement. If more than one account is to be used, include the percentages to be allocated to each account. (The information you provide next to the sequential numbers at the left of *Programs Affected* should correspond with the same numbers at the left under *Accounts to be Charged*.)
5. Section 4: Complete the section on payment to the Independent Contractor. Noting per unit (or hourly rate) and the number of units (or hours to complete services). Fill in the number of dollars **times** the number of units to arrive at a **Total \$ for Services**. For Flat Rate fees, please place the flat rate under "hourly rate" and use "1" for number of hours.
Key in and explain an additional expenses, such as lodging, mileage, etc. The form will add up the Grand Total for you.
6. Sections 5 and 6: Please advise if BS-10A and W9 have been completed and are on file or new documents are attached.
7. Do **not** fill in the Section on Date to the Board.

At this Point, you can print out the completed form, but you cannot save it if you have Adobe Reader 6.0. If you try to save it, all information you just keyed in will be lost.

8. On page two of the form, secure the signature, the printed name of Independent Contractor and date; sign as the ASB Advisor, print your name and date; then submit to ASB Accounting Technician who gather Site Administrator signature and forward executed original to Business Services.
9. Business Services will review for accuracy and submit to the Board for approval (per Board Policy 3600 which states all Consultants/Independent Contractor contracts shall be brought to the Board for approval). ASB Independent Contractor Agreements will be kept at Business Services, in a pending file, until after Board approval. After Board approval, the ASB Independent Contractor Agreement will be assigned an ASB Independent Contractor Agreement number (six digits beginning with fiscal year), and for new vendors will receive a vendor number (V#). The original agreement will be returned to school site ASB Accounting Technician for processing with a copy sent to Purchasing.

Authorization for Payment are completed at a school site level via ASB Accounting Technician