

## HOONAH SCHOOL DISTRICT

SOP No. 20

### INITIATION AND PAYMENT OF CONSULTANT CONTRACTS OR MEMORANDUM OF AGREEMENTS (MOA'S)

1. PURPOSE: To establish uniform procedures for defining the consultant contract or Memorandum of Agreement (MOA) document and the method of payment.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: Superintendent and Business Manager.
4. PROCEDURE: The following control procedures shall be followed for establishing a consultant contract or MOA and method of payment:
  - a. All contracts or MOAs for professional and consulting services will be negotiated by the superintendent or his/her designee. Other school district employees are not authorized to make such commitments. (see Board Policy BP 3312)
  - b. MOAs greater than \$10 K shall be submitted to the Board of Education for approval and shall have 3 proposals (if available).
  - c. Payments for consulting and other services will be paid as vendor checks. A social security number is required for all non-incorporated consultants. A *W-9, Request for Taxpayer Number Identification and Certification* form must be completed by all consultants and returned to the business manager before any payment will be processed.
  - d. For consultants in the state of Alaska, a Business license number shall also be submitted to the District.
  - e. The contract or MOA must include a detailed description of the service the consultant will perform, the time period in which the services are to be performed, the maximum amount the school district will pay for these services, a clause explaining that the consultant is not an employee, and the signature of the superintendent or his/her designee as representative of the Hoonah City School District.
  - f. A purchased order will be processed in accordance with the terms of the MOA to encumber funds.
  - g. As the work is performed, the consultant must submit invoices to be paid against the funds authorized.

- h. Consultants shall include an explanation of specific services rendered for the time period invoiced.
- i. The budget supervisor or principal must acknowledge receipt of the services, approve the invoice for payment and submit it to the Business Office.
- j. Payment to the contractor will be made on completion of the above procedures.