



Edinburg Consolidated Independent School District CONTRACTED SERVICE AGREEMENT

This Contract/Agreement is made and entered into by and between Edinburg CISD, and referred to herein as "Contractor". The parties have severally and collectively agreed and by the execution hereof are bound to the mutual obligations and to the performance and accomplishment of the tasks hereinafter described.

Contractor shall provide professional services, and expertise for use and benefit to Edinburg Consolidated Independent School District.

District shall pay contractor a fee of \$ _____ for services and related expenses. *

Approved and accepted by Contractor this _____ day of _____ 20__ .

Contractor's Signature

Contractor's Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-Mail: _____

Scope of Work: _____

Contract Period From: _____ To: _____

Funding Account Number: _____ - _____ - _____ - _____ - _____ - _____

Contracted Services must be approved **14 days prior of work**. A **Purchase Order** must also be attached. By approval, the supervisor certified the need for contract services and that sufficient funds are available. The supervisor will also monitor the contracted services. **Invoice is required for payment. Invoice must be received in the Business Office by Monday in order to get paid by Friday of that week. Also, a W-9 is required if not already on file for payment.**

FOR CONTRACTS OVER \$10,000: Contact the Purchasing Department for assistance.

Termination of Contract: Contractor shall have completed all work covered by this contract and this contract shall terminate unless extended by mutual agreement of the district and the contracted services at the time final service is completed as indicated in paragraph 2 herein. This contract may be terminated by the District if for any reason the Contractor shall fail to fulfill in a timely and proper manner their obligation under this contract, in which event the district may terminate the contract by giving written notice of such termination and the effective date of the termination. In the event of termination prior to completion of the contract, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed to the date of termination. The District may also terminate this contract at any time without cause by the furnishing of a five day written notice from the Senior Financial Administrator to the Contract, but the contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed to the total services of this contract, less any compensation previously paid.

	Approved	Not Approved	Signature/Date
Supervisor	_____	_____	_____
Purchasing Coordinator	_____	_____	_____
Administrative Assistant	_____	_____	_____
Superintendent/Designee	_____	_____	_____

***Contracted Services totaling over \$5,000 require prior board approval**

Nondiscrimination Statement

It is the policy of Edinburg CISD not to discriminate on the basis of sex, age, handicap, religion, race, color, or national origin in its' educational programs.