

PLEASANT VALLEY SCHOOL DISTRICT
Agreement for Professional Services Instructions and Checklist

NOTE: This form must be initialed by the Site/Department Administrator and submitted with the other required service provider documents listed below.

All services to be provided at a Pleasant Valley School District site require an Agreement for Professional Services, including PTX-sponsored events, whether before, during or after school.

1. Site/Department completes terms of the Agreement. (This should not be completed by the Service Provider; please do not send them a blank form to fill out.)
 - Site/Department completes contract portion of Agreement. (Top half of form.)
 - Date at top is the date you type the Agreement.
 - Enter the Date(s) / Times / Location (site name) of Service (if unknown at the time of typing, enter "TBD" and send an email to Business Services Admin Asst. when the dates/times are known.)
 - Enter Provider Name, Address, Phone Number, Email.
 - Enter "Detailed Services to be Provided", being as descriptive as possible, or type "see attached quote (or whatever info you have) dated _____".
 - Fees (if PTX is paying for the service, have them put money in your Donation account).
 - Site/Department Administrator chooses and checks one of three boxes at top of pg. 2.
 - Site enters Requisition and puts the number on the line provided.
 - Administrator prints name, initials and forwards to Risk Manager, Business Services.

2. Risk Manager decides what insurance, if any, is required of this Provider, listing the numbers of any waived insurance requirements on the line provided, initials and forwards to Provider.

3. Provider reviews Agreement, sends pg. 2 to their insurance agent if any insurance is required, asking them to email the certificate to Business Services' assistant for review and obtain District approval
 - Other Required Documentation:
 - Provider Insurance Certificates: Pleasant Valley School District **MUST** be listed as "Certificate Holder" and named as Additional Insured, AND Additional Insured Endorsement page(s)
 - Food vendors must provide a copy of current County Health Department Permit. If food is to be served during or within 30 min. of school hours, a proposed menu must be submitted to and approved by Food Service Department.

4. Asst. Superintendent reviews submitted documents and signs Agreement
 - If Agreement has monetary compensation, approved Agreement and other documents are attached to Requisition by Business Services' assistant. A signed copy of the Agreement will be sent to the provider with the PO by Purchasing.
 - If Agreement has no monetary compensation, approved Agreement will be forwarded to Provider by Business Services, with copy sent to Site/Department for their records.

Admin initials: _____