



970 Klamath Lane  
 Yuba City, CA 95993  
 Phone (530) 822-2900  
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## Independent Contractor Services Contract Routing Sheet

Contractor/Vendor Name: \_\_\_\_\_

Scope of Services: \_\_\_\_\_

Contract Term (dates): \_\_\_\_\_

*County Office Use:* This contract is to be signed by the Provider and submitted to Sutter County Superintendent of Schools authorized representatives for signature. This contract must be approved **before** services are to be rendered. Purchase Order is required.

**ATTACHMENTS:**

- Scope of Work Statement
- W-9
- IRS Checklist of Factors
- Notice of Exclusion
- PERS/STRS Retiree Required Notification Form\*
- Insurance Forms\*
- Addendum Containing Specific Terms and Conditions\*
- Department of Justice Request for Authorization for Contract Employee for Public/Private Schools (must submit to DOJ)\*

\*Form may not be required depending on circumstance

**Distribution of Completed Forms for Review and Signature:**

- \_\_\_\_\_ Originating Administrator
- \_\_\_\_\_ Assistant Superintendent of Business Services
- \_\_\_\_\_ Human Resources
- \_\_\_\_\_ Compliance Officer
- \_\_\_\_\_ Superintendent

**Distribution of Fully Executed Copy of Contract:**

- \_\_\_\_\_ Copy to Originator
- \_\_\_\_\_ Copy to Contractor
- \_\_\_\_\_ Copy to Payroll if Contractor is a PERS and/or STRS Retiree
- \_\_\_\_\_ Original to Accounts Payable