



COMPTON

UNIFIED SCHOOL DISTRICT Business and Administrative Services

Bulletin No. 17/18-1003

August 31, 2017

TO: Department Heads, Principals, Administrators
FROM: Alejandro Alvarez, Ed.D., Deputy Superintendent
RE: **CHANGES TO CONTRACT/AGREEMENT PROCESS**

This school year, the Division of Business and Administrative Services will be diligent in finding ways to save on cost while at the same time sustain efficiency and productivity. With this in mind, a few changes will be effective this School Year 2017/2018 in the processing of contracts/agreements to reduce the use of paper. Please adhere to the following:

CONTRACTS/AGREEMENTS

New Contracts/Agreements

- Only one original contract (document) with original signatures will be required to submit to the Contracts Office along with the supporting documents.
 - No more multiple contracts with original wet signatures required unless requested by the outside company.

MULTI-YEAR OR RENEWAL OF CONTRACTS/AGREEMENTS

Requisitions for multi-year contracts

1. After first year of implementation of services, Purchasing will only require the following documentation for PO approval:
 - Board Certification of Action
 - Updated Liability Insurance
 - Copies of the following will **no longer** be required:
 - Original contract
 - Agenda Item Details Print-Out
 - Back-up documents
 - Any other documents that were initially submitted to Contracts Office
2. W-9
Submit a current W-9 only if there were changes to the company such as:
 - Name of Company
 - Change of Address
 - Change of Tax Identification Number, etc.
 - No more copies of the W-9 will be required as these do not expire.

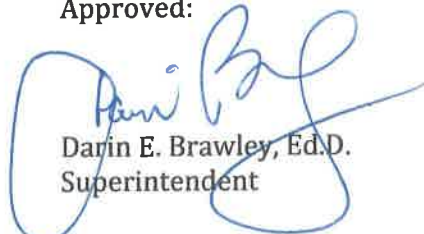
It is the responsibility of the originator to inquire with the company if there were any changes to the W-9 status and submit the current W-9 to the Contracts Office for update in the Company profile.

INVOICES

1. Only one (1) invoice is required (No more multiple copies of invoices required from any vendor)

Your cooperation in conforming to the changes is appreciated.

Approved:



Darin E. Brawley, Ed.D.
Superintendent