



COMPTON

UNIFIED SCHOOL DISTRICT Business and Administrative Services

Business Services Department

Bulletin No. 19/20-1017

October 4, 2019

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

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. A few changes will be effective this School Year 2019/2020 in the processing of contracts/agreements to reduce the use of paper. Please adhere to the following:

CONTRACTS/AGREEMENT

New Contracts/Agreements

- Only one original contact (document) with original signatures will be required to submit to the Contracts Department 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 department will only require the following documentation for PO approval:
 - Board Certification of Action
 - Approved Agenda Item Details
 - Updated Certificate of Liability Insurance
 - ▶ Copies of the following will **no longer** be required:
 - Original contract
 - 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:

Alejandro Alvarez, Ed.D.
Deputy Superintendent/CAO
Business and Administrative Services
AA/aa

Approved:

Darin Brawley, Ed.D.
Superintendent