



Berkeley Unified School District ROUTING FORM Contract, MOU and Amendment Approval

All Independent Contractor Agreement, MOU and Amendment Forms should be **routed to Purchasing Department first for tracking.** Purchasing will send the documents to the appropriate departments for funding approval, fingerprint clearance and approval from the appropriate Division Head. You may contact Purchasing Department or Business Services to find out where your document is within the process.

Contract Vendor		
Contractor Name:	mike Rhoads Enterprises dba Sureshred	Contract Total Amount: 331.00
General Requisition Attached :	# 84070	Date: April 27, 2012
Originator / Requestor	Gerri Morgan	Phone # 510-644-8593

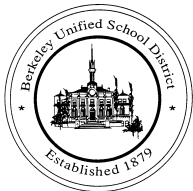
Attachments and Information required and submitted with this Routing Form			
Ind Contract Agreement	MOU	Amendment to Contract	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indicate Contract Type
<input type="checkbox"/>			Independent Contractor Agreement
<input type="checkbox"/>			Attachment A - Description of Services
<input type="checkbox"/>			Attachment B – Fingerprint Requirement/Waiver Request
<input type="checkbox"/>	<input type="checkbox"/>		Attachment C - IRS form W9
<input type="checkbox"/>	<input type="checkbox"/>		Attachment D - DE542 EDD Report of Independent Contractor
<input type="checkbox"/>	<input type="checkbox"/>		Attachment E - Contractor Evidence of Insurance MUST BE ATTACHED
<input type="checkbox"/>			Attachment F - Copies of all applicable licenses, registrations and certifications
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Requisition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Board Memorandum (if total contract amount is or will be over \$50k)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Copy of original Purchase Order - for amendments

This area for use <i>Only</i> by DISTRICT CENTRAL STAFF		
Division Head - for contracts over \$10,000		
_____	_____	_____
Print Name	Signature	Date

Human Resources - for Fingerprinting		
_____	_____	_____
Print Name	Signature	Date

Fiscal Services - for Budget Review		
_____	_____	_____
Print Name	Signature	Date

Deputy Superintendent/Superintendent - Final Approval		
_____	_____	_____
Print Name	Signature	Date



Berkeley Unified School District
 AMENDMENT NO. _____
 MOU or Independent Contractor Agreement

This Amendment is entered into between the Berkeley Unified School District (BUSD) and **ACCESS INFORMATION MANAGEMENT (CONTRACTOR / AGENCY)**. BUSD entered into an Agreement with the **CONTRACTOR/AGENCY** for professional services on Aug. 11, 2011 and the parties agree to amend that Agreement as follows:

Must check and complete ONE of the options below.

X **CONTRACTOR / AGENCY** AGREE TO PROVIDE THE FOLLOWING AMENDED SERVICES. This provision may only be changed if there is also a change to the Services as specified in the original Contract Provide Full description of expected results, such as services, materials, products, and/or reports; attach additional pages as necessary.)

Original purchase order was miscalculated for monthly pick up service and addition pick ups was requested for 2011-2012.

Term of contract is extended / reduced as follows:

Original Contract Term: , 201_____ to , 201_____

New Contract Term: , 201_____ to , 201_____

Compensation:

The contract amount was \$ **4000**.

The amended contract price is now \$**6300**.

Remaining Provisions: All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

Amendment History: This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

OR There are no previous amendments to this Amendment. (Check if appropriate.)

COPY OF ORIGINAL PURCHASE ORDER MUST BE ATTACHED.

Approval: This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Deputy Superintendent (or his/her designee).

Berkeley Unified School District

Contractor

By: _____
Javetta Cleveland, Deputy Superintendent

By: _____