



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

All Independent Contractor Agreement, MOU and Amendment Forms should be routed to the Purchasing Department **first** for tracking. The documents will be routed 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.

Please place this routing form as the first page of the contract package prior to submission.

Contract Vendor	
Contractor Name:	Current Contract Total Amount: \$
EREQ/General Requisition #	Date:
Originator / Requestor:	Phone #:
Estimated Board Approval date, \$10,000 or more - Board Date: _____ Separate Board Memorandum needed for \$100,000 or more – Board Date: _____ <i>*Contract start date must be subsequent to estimated board approval date and contractor cannot begin services until a purchase order is generated.</i>	

Required attachments and information submitted with this Routing Form			
Ind Contract Agreement	MOU	Amendment to Contract	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate Contract Type (Please Select One)
<input type="checkbox"/>			Attachment A - Description of Services
<input type="checkbox"/>			Attachment B – Fingerprint Waiver Request (Optional)
<input type="checkbox"/>	<input type="checkbox"/>		Attachment C - IRS form W9
<input type="checkbox"/>			Attachment D - DE542 E2DD Report of Independent Contractor
<input type="checkbox"/>			Attachment E - Contractor Evidence of Insurance (Must be attached unless waiver requested and approved)
<input type="checkbox"/>			Attachment F – Resume including references for new vendors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Requisition or EREQ (attach print screen)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Board Memorandum (if total contract amount is or will be over \$100K)
		<input type="checkbox"/>	Copy of original Purchase Order – for all amendments

DISTRICT OFFICE APPROVAL		
Assistant Superintendent of Ed Services - For contracts over \$10,000 at ALL school sites and Ed Service Depts.		
_____	_____	_____
Print Name	Signature	Date

Human Resources - for Fingerprinting/TB Clearance		
_____	_____	_____
Print Name	Signature	Date

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

Assistant Superintendent of Business Services - Final Approval		
_____	_____	_____
Print Name	Signature	Date



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

This Amendment is entered between the Berkeley Unified School District (BUSD) and _____ (CONTRACTOR / AGENCY). BUSD entered into an Agreement with the CONTRACTOR/AGENCY for professional services on _____ and the parties agree to amend that Agreement as follows:

Must check and complete ONE of the options below.

The scope of services is being amended as follows: Please provide a full description of amended services, materials, products and/or reports. (attach additional pages as necessary.)

Terms (duration):

If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

Compensation: **The contract price is unchanged.** **The contract price has changed.**

If the compensation has changed:

The contract is amended by an **Increase of \$ _____ to original contract amount, and the new contact total is \$ _____.**

Justification: (Please provide a full description of why the MOU/Independent Contractor Agreement requires an amendment.)

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: _____ Date: _____
Assistant Superintendent of Business Services

By: _____ Date: _____