

Provo City School District
Policy Series 6000: Finances and Operations



6220 P1

Personal Service/Consultant Contracts

Review and Approval by the Business Manager of the Provo City School District is required for all Personal Service Agreements with the exception of personal service agreements with a value over any given twelve (12) month period of less than \$600, which may be reviewed and approved by the Business Manager's designees. Approved designees are: Executive Directors, Directors, and Principals of the Provo City School District.

The Personal Service Agreement ("PSA") (Form 6220 F2) is used to contract for the provision of personal services by independent contractors of more than \$600. The PSA agreement (Form 6220 F3) is used for services less than \$600. The PSA is neither to be utilized in connection with the hiring of Provo City School District employees or temporary staff. The Personal Service Agreement may require multiple reviews and approvals; therefore, sufficient lead-time is a critical factor.

A PSA must include a completed form 6220 F1 to determine if the person or proposed independent contractor meets IRS standards as an independent contractor. In accordance with the State and Federal law an IRS form W-9 Tax ID Verification form must be provided by the contractor or on file with PCSD.

Adopted: March 13, 2018

January 24, 2018