

## Bend-La Pine Schools Procedures for Independent Contractors

**Steps 1-8 MUST be taken before the contractor does any work for your site or school.**

Step	Who	What	Notes
1	Office Manager/Book keeper	Provide forms to contractors & inform them district procedures.	
2	Contractor	Fill out: Request for Contracted Services & Contracted Services Agreement.	Need signatures from: Contractor & Principal/Administrator
3	Contractor	<u>All</u> contractors need to complete: Online Criminal History Verification within the last two years.	
4	Contractor	Contractors who have "Direct and unsupervised contact" with students are required to completed <b>Fingerprinted Background Check</b> from the Oregon Department of Education within the last two year.	Contractors are responsible for the \$69 fee. Contact HR Office to complete the process. The process can take 2-6 weeks.
5	Contractor	Complete W-9: This form needs to be completely annually.	Need signatures from Contractor
6	Office Manager/Book keeper	Send completed Request for Contracted Services & Contracted Services Agreement to the Finance Office	Need signatures from: Contractor & Principal/Administrator
7	Business Office	Review forms and pass them on to HR for background check approval	
8	Business Office	Contact schools with approval or next steps	
9	Office Manager/Book keeper	Complete new vendor request form if applicable.	
10	Contractor	Contractors may begin to work after approval.	
11	Office Manager/Book keeper	Send invoices to Accounts Payable.	
12	Business Office	Pay the vendor.	