

COVINGTON COUNTY BOARD OF EDUCATION
LOCATION: _____

Contract for Services
(Contract with Individuals **NOT** employed with CCBE)

This agreement is entered into this the _____ day of _____ 20_____, between the Covington County Board of Education (CCBE) and:

Name: _____ Social Security No./EIN: _____
(must attach completed W-9)

This agreement shall be for the period of:
_____ 20_____ to _____ 20_____.

This agreement is for services provided/rendered as follows: (*Describe in detail the services to be provided*)

PAYMENT for the stated services will comply with Board of Education regulations and will be paid as follows:

Daily Rate \$ _____ **Hourly Rate \$** _____ **Contracted Amount \$** _____

Will **TRAVEL** be paid to contractor in addition to the above rate? YES NO
If Yes, provide estimated total for travel expenses: \$ _____

Note: Travel will be paid based upon properly completed travel reimbursement form. Mileage will be reimbursed at the State Approved rate.

The **TOTAL** of this contract shall **NOT** exceed (**including Travel**): \$ _____

The contractor agrees to submit an itemized statement of services provided, dates services provided, and any additional expenses as agreed to in this contract upon completion of the services. The contractor acknowledges that no reimbursement for materials will be made. The contractor will follow CCBE policies and procedures when making purchases on behalf of the Board of Education.

This agreement may be terminated by either party upon receipt of written notification. In the event of the proration or termination of the fund from which payment under this contract is to be made, the contract shall be subject to termination.

In Witness Whereof, the parties have executed this agreement on the date first hereinabove set forth. Contractor certifies that he/she is **NOT** an employee of the Covington County Board of Education.

Contractor/Signature (Must attach completed W-9)

Supervisor/Principal Signature

Superintendent

Chief School Finance Officer (funds availability)