



MERCED UNION HIGH SCHOOL DISTRICT PAY FOR SERVICE CONTRACT

****Categorical & Educational Services: Send contract to Maureen Touhy****

Name: _____ Site: _____ School Year: _____

Internal Ref No (found on ID badge): _____ Certificated (yes/no): _____ Effective Date: _____

Short title (what service/what target group) for board reference:

Descriptions of expectations and services provided:

Completion Date: _____

Gross Salary/Stipend: _____

Method to be paid:

- ☐ Monthly-End of Month ☐ One-time payment upon completion
☐ ½ first semester and ½ second semester (or other, list below)

BUDGET NUMBER:

Budget# must include:

Fund	Resc	Yr	Object	Sub-Obj	Goal	Function	Site	DD1	DD2
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Expenditure is Compliant with School Site Plan (If applicable)

School Authorization: _____ Page & Item #: _____ Site Admin: _____
District Authorization: _____ Date: _____

The undersigned agrees to these conditions:

Contract Initiated by: _____ Date: _____

Employee's Signature: _____ Date: _____

Site Administrator Name (print)

Signature

Date

Assistant Superintendent Educational Services

Date

STEPS IN PROCESSING Pay for Service Contracts:

- | | |
|------------------------------------------------|----------------------------------------------------|
| 1. Signed sheet to Ed Services- date stamp | 4. Ed Services- Assistant Superintendent signature |
| 2. Business Confirms/Opens Account | 5. Ed Services makes copies and distributes |
| 3. Ed Services- Categorical approval if needed | 6. Original hard copy to payroll |

Copies to: ☐ Categorical ☐ Employee ☐ Human Resources ☐ Payroll ☐ Pers. Report ☐ Site