

Contract Service Summary

Object Title	Professional Services	Rentals/ Operating Leases	Consulting Services	Misc. Contracted Services
Object Code	6219	626x	6291	6299
Definition	Classify expenditures for professional services rendered by personnel who are not on the payroll of the school district.	Classify expenditures for other rentals/operating leases. This includes but is not limited to, rentals or lease of examples below.	Classify expenditures for consulting services.	Classify contracted services not defined elsewhere.
Examples	Architect Attorney Certified Public Accountant Engineer Financial Consultant Land Surveyor Landscape Architecture Medicine Nursing Optometry Real Estate Appraiser	Audio-Visual Equipment 6265 Buildings 6268 Carnival Activities 6269 Computers 6265 Furniture 6265 Grounds 6268 Land 6268 Moonwalks 6269 Rockwall Rentals 6269 Space in Buildings 6268 Telecomm Equip. 6265 Vehicles/Charter Buses 6267	Instructional Support Special Education Services Staff Development	After-School Enrichment Athletic Officials Authors DJs (Entertainment) Fine Arts Judges Murals Parent Training Playground Inspections Software Support Other Small Misc. Payments for Service
Petty Cash Check	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Contract Approval Request Form Needed	Yes	Yes	Yes	Yes
Contract Form Type	Professional Services Agreement	Non-Professional Services Agreement	Non-Professional Services Agreement	External Vendor Payment Form with W-9 or
				ACE Service Agreement
				Non-Professional Services Agreement
Independent Contractor vs. Employee Determination Form Needed	Yes	Yes	Yes	Yes
Awarded Vendor List	No, but require Board approval if over \$50,000	Yes	Yes	Yes
Approval Flow Chart below \$50,000 (see Pasadena ISD Purchasing Procedures for complete list and approvals for expenditures over \$50,000)	1. Supervisor/Principal 2. Associate Superintendent 3. General Counsel	1. Supervisor/Principal 2. Director of Purchasing	1. Supervisor/Principal 2. Director of Purchasing	1. Supervisor/Principal 2. Director of Purchasing