

# LITTLE LAKE CITY SCHOOL DISTRICT

## Request for Contracted Services

Purchase Requisition Number \_\_\_\_\_

Contractor Business Name: \_\_\_\_\_  
(Contractor's Name or Business Name must match vendor info in BEST Financial System.)

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates or school year: \_\_\_\_\_

The contractor will provide the following services (Please be specific. This information should also be included in the Header of the Purchase Requisition):

Provide a description of the Contractor's background:

Will the Contractor work directly with or near students unsupervised?

Yes  No

Location services will be provided: \_\_\_\_\_

Cost for services: \_\_\_\_\_

Additional expenses: \_\_\_\_\_  
(Mileage, hotel, photocopying, etc.)

Funding Source: \_\_\_\_\_  
(Fund and Resource Name)

Requested Board Meeting Date: \_\_\_\_\_ (Please Review Contract Calendar)

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_