

THIS FORM IS REQUIRED ONLY FOR THE FOLLOW CONDITIONS:

- Total fee is \$1000 or more
- Expenditure is charged to object code 6305 (Fees for Service)
- Expenditure is charged to one of the fund codes below:
 - 01 (General Fund)
 - 21 (Compensatory Education Fund)
 - 31 (Referendum Fund)

**FEE FOR SERVICE / CONSULTANT
NOTIFICATION FORM**

Prior to signing a contract with a consultant or retaining services on a fee-for-service basis, please complete the following form and provide it, along with your purchase requisition, to Bradley Miller, Purchasing Manager.

School/Program: _____

Budget Administrator: _____

Name of person/company providing service: _____

Amount to be paid: _____

Description of service to be provided:

Justification (e.g.why is it necessary to retain an outside provider for this service):

Senior Staff approval: _____ **Date:** _____