



Lynden School District No. 504
1203 Bradley Road • Lynden, Washington 98264
(360) 354-4443 • Fax (360) 354-7662

Jim Frey
Superintendent

David VanderYacht
*Assistant Superintendent of
HR and Operations*

Tim Metz
Director of Special Programs

Elizabeth Hamming
Director of Teaching & Learning

Patti Fairbanks
Director of Finance & Operations

PERSONAL SERVICES CONTRACT INSTRUCTIONS

Personal Service Contracts require specific forms to be complete PRIOR to forwarding to the Business Office. Forms are attached.

Notes:

An individual who is contracted for personal services “CAN NOT” be an employee of the Lynden School District in ANY capacity, which includes being on the substitute list. Please verify before you complete paperwork that they are not employees.

An individual who is contracted for personal services “CAN NOT” be told WHAT or HOW to do the services.

The total amount listed on the personal service contract and the purchase order is to be listed as a TOTAL amount for services. Do not break down expenses, but do note that (if) expenses are reimbursable.

In order to process a personal service contract, the following forms must be completed PRIOR TO SERVICES BEING RENDERED:

- Request for approval of Independent Contractor
 - Completed by Individual
 - School or Department completes portion of form as noted
- Personal Service Contract
- DRS Contractor Status Form
- W-9 Form
- Fingerprint Card (if having unsupervised access to children)
- Copy of business license
- District Purchase Order

PERSONAL SERVICE CONTRACTS ARE REQUIRED FOR ANY PERSON OR A COMPANY THAT PROVIDES WORKSHOPS, INTERPRATATION SERVICES, TRAINING, CONSULTING, SPEAKING ENGAGEMENTS, OR ANY OTHER SERVICE.