

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**

Gael Stuart Building, 1610 Blaine St  
Port Townsend, WA 98368

**CONTRACT FOR SERVICES**  
**Non-Employee Contractual Services**

NAME OF CONSULTANT: \_\_\_\_\_

VENDOR NAME/dba: \_\_\_\_\_  
(Mailing Address) \_\_\_\_\_  
\_\_\_\_\_

The following services will be performed by the above-named consultant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE(s): \_\_\_\_\_ TIME(s): \_\_\_\_\_

EXPENSES: Fee \_\_\_\_\_  
Travel \_\_\_\_\_  
Other \_\_\_\_\_ TOTAL DISTRICT COST: \$ \_\_\_\_\_

**Contract Requirements:**

1. Personal Background Check Required via **Secured Volunteer** process.

Link located at: [www.ptschools.org](http://www.ptschools.org) / For Families / Applications and Forms / Secured Volunteer

Cost is \$4.95 and is good for 2-years.

2. IRS W-9 Form: [www.irs.gov](http://www.irs.gov): Please print/complete your W-9 form and submit to the District Business Office.

\_\_\_\_\_  
Administrator Approval Date

\_\_\_\_\_  
Signature of Consultant Date

\_\_\_\_\_  
Superintendent /Business Mgr Approval Date

\_\_\_\_\_  
TIN or SSN

\_\_\_\_\_  
Contact Email & Phone

Purchase Order # \_\_\_\_\_  
Program Funding \_\_\_\_\_  
Account No.: \_\_\_\_\_

Federal Form W-9 required for all individuals and non-corporate businesses.  
 Passed background check