



COMPTON UNIFIED SCHOOL DISTRICT

501 S. Santa Fe Ave., Compton, CA 90221
Purchasing/Contracts Department
(310) 639-4321, Ext. 55031

After Board approval, please review and verify that the following documents are inclusive of your Department's Contractual Agreement before submitting package to Purchasing/Contracts:

- Page 4 of TAX ID has appropriate box check marked and **NEATLY HANDWRITTEN/TYPEWRITTEN**
- District Requestor sign and date Pages 5 & 8 of Agreement
- One (1) Wet Original Signature (**NOT SCANNED**) on Page 8 of Agreement
- COI is complete and currently updated (Inclusive of General Liability/Automobile/Workers' Compensation)
- CUSD as Certificate Holder w/address of 501 S. Santa Fe, Compton, CA 90221 Attn: Purchasing/Contracts
- Sexual Molestation/Abuse Insurance (If interacting with Students) **\$1,000,000 per Occurrence**
- Scope of Work Inclusive of Pricing
- Updated W-9 based upon Month and Year within a One (1) year timeframe
- Certified Board Agenda Item (Highlighted w/your Board Approved Item) and Agenda Item Detail Page from CUSD Website
- Hand Deliver or Mail Entire Package in District Mail (NOT ACCEPTED BY EMAIL)**

Please submit this form along with the board approved contract and required paperwork check marked in the appropriate boxes with your Name, Department/School Site, and Extension referenced below to Tonya K. Gerald, Contract Analyst. Thank you.

Print and Sign Name

Date

Department/School Site

Extension