



# West Orange-Cove CISD

## Consultant Agreement Form

THIS AGREEMENT, entered into this \_\_\_\_\_ the day of \_\_\_\_\_, 20\_\_\_\_, by and between the West Orange-Cove CISD, hereinafter referred to as the "District", and \_\_\_\_\_, hereinafter referred to as the "Consultant", is as follows:

1. The Consultant shall, in a satisfactory and proper manner as determined by the District, perform the services listed in the Consultant agreement. Detail list of services : \_\_\_\_\_.
  
2. The Consultant shall commence performance of the Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and shall complete performance to the satisfaction of the District no later than the \_\_\_\_ day of \_\_\_\_\_, 20\_\_. If the Consultant firm does not perform to the satisfaction of the District, The District may terminate this agreement by providing written notice to the Consultant firm by first-class mail at the address shown below, or by oral notice.

### FEES AND BUDGET

#### Consultant Fees

\_\_\_\_\_ Hours @ \$ \_\_\_\_\_ per hour \$ \_\_\_\_\_  
 \_\_\_\_\_ Days @ \$ \_\_\_\_\_ per day \$ \_\_\_\_\_

Transportation (*Receipts Required*) \$ \_\_\_\_\_  
 Lodging (*Receipts Required*) \$ \_\_\_\_\_  
 Meals (*Receipts Required*) \$ \_\_\_\_\_  
 Miscellaneous (*List*) \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **Total Fees** \$ \_\_\_\_\_

FUND	FUNC.	OBJ	SUB-OBJ	ORG	FISC	PIC	LOCAL

Date(s) of Consultation: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Consultant Social Security #/TIN #: \_\_\_\_\_

**W-9 and Fingerprinting Form (attached) MUST be submitted before agreement is complete.**

\_\_\_\_\_  
 District Contact Date

\_\_\_\_\_  
 Consultant Date

\_\_\_\_\_  
 Principal Date

\_\_\_\_\_  
 Deputy Superintendent Date

\_\_\_\_\_  
 Chief Financial Officer Date

\_\_\_\_\_  
 Superintendent Date

***The District's contact person must have approval from the CFO prior to securing an agreement with the consultant. If prior approval is not received, the contact person is responsible for the cost of the consultant.***