Contract Procedures

- If a consultant or vendor is providing service/event in any Manchester Public Schools a Contractual Agreement is necessary.
- A contract and W-9 must be completed and approved BEFORE the service/event takes place.

- Consultant/vendor must complete the agreement and submit a W-9 and if,
  - The Independent Contractor box is checked, workers compensation (certificate of liability insurance) must be provided
    - Certificate Holder should be listed as:
      Town of Manchester/Manchester Public Schools
      45 North School Street
      Manchester, CT 06042

- Consultant/vendor must return the documents to the Principal or Department Head to be reviewed and signed prior to the service/event.
- Send original documentation to the Office of Finance and Management. Keep a copy for your records.
- Office of Finance and Management will verify all the information and submit to the Director of Finance and Management for approval.
- Approved contracts will be distributed electronically via email by the Office of Finance and Management to Accounts Payable and/or Grants and the secretary for the requesting school or department.
- After Accounts Payable and/or Grants receives the approved documentation, a vendor number will be created in MUNIS, if necessary, and any new vendor numbers will be emailed to the secretary.
- Secretary of the requesting school or department will create a Requisition and attach a copy of the contract to the Requisition. Secretary will email the Requisition number to the Office of Finance and Management and cc: Accounts Payable and/or Grants.
- Accounts Payable and/or Grants will notify the Office of Finance and Management with the Purchase Order (PO) number; this number will be recorded on the original contract. A copy of the contract with the PO number will be sent to the vendor by the Office of Finance and Management.
- The original contract, W-9, and any certificates of liability or waivers of insurance will be kept on file in the Office of Finance and Management.
- All copies of PO will be sent back to originator, unless it was indicated in the General Notes to pay.
- When payment is requested, send Accounts Payable and/or Grants the receiving copy, invoice or time-sheets and copy of original contract with the O.K. to pay on the receiving copy or invoice or time-sheets.