

**Contract Service Summary**

<b>Object Title</b>	<b>Professional Services</b>	<b>Rentals/ Operating Leases</b>	<b>Consulting Services</b>	<b>Misc. Contracted Services</b>
<b>Object Code</b>	<b>6219</b>	<b>626x</b>	<b>6291</b>	<b>6299</b>
<b>Definition</b>	Classify expenditures for professional services rendered by personnel who are not on the payroll of the school district.	Classify expenditures for other rentals/operating leases. This includes but is not limited to, rentals or lease of examples below.	Classify expenditures for consulting services.	Classify contracted services not defined elsewhere.
<b>Examples</b>	Architect Attorney Certified Public Accountant Engineer Financial Consultant Land Surveyor Landscape Architecture Medicine Nursing Optometry Real Estate Appraiser	Audio-Visual Equipment 6265 Buildings 6268 Carnival Activities 6269 Computers 6265 Furniture 6265 Grounds 6268 Land 6268 Moonwalks 6269 Rockwall Rentals 6269 Space in Buildings 6268 Telecomm Equip. 6265	Instructional Support Special Education Services Staff Development	After-School Enrichment Athletic Officials Authors DJs (Entertainment) Fine Arts Judges Murals Parent Training Playground Inspections Software Support Other Small Misc. Payments for Service
<b>Petty Cash Box</b>	Not Allowed	Not Allowed	Not Allowed	Not Allowed
<a href="#">Contract Approval Request Form Needed</a>	Yes	Yes	Yes	Yes
<b>Contract Form Type</b>	<a href="#">Professional Services Agreement</a>	<a href="#">Non-Professional Services Agreement</a>	<a href="#">Non-Professional Services Agreement</a>	<a href="#">External Vendor Payment Form with W-9 or</a>
				<a href="#">ACE Service Agreement</a>
				<a href="#">Non-Professional Services Agreement</a>
<a href="#">Independent Contractor vs. Employee Determination Form Needed</a>	Yes	Yes	Yes	Yes
<a href="#">Awarded Vendor List</a>	No, but require Board approval if over \$50,000	Yes	Yes	Yes
<a href="#">Approval Flow Chart below \$50,000 (see Pasadena ISD Purchasing Procedures for complete list and approvals for expenditures over \$50,000)</a>	1. Supervisor/Principal 2. Associate Superintendent  3. General Counsel	1. Supervisor/Principal 2. Director of Purchasing	1. Supervisor/Principal 2. Director of Purchasing	1. Supervisor/Principal 2. Director of Purchasing