

When do I need an Independent Contractor Agreement (ICA)?

- An ICA is required any time you have a business or individual coming to your school or department to provide services that enhance instruction, compliment instruction, provide entertainment or other various types of services.
- The ICA provides protection for the District; first and foremost our students and staff.
- The ICA outlines the terms of the financial agreement as well as payment policies.

A few examples:

- A speaker for an assembly or entertainment at an assembly.
- An author visit for reading week.
- An individual who provides art instruction in your classroom.
- A piano accompanist for your music programs.
- A choreographer for your school play.
- An adjudicator for band, orchestra or choir performances or competition.
- A person paints a mural at your school.
- A speaker comes in to provide professional development to your staff.
- A DJ.
- Entertainment or activities for your year-end celebration or graduation celebration.

What do I do now?

- Access ICA form on District website: Continuous Systems Improvement/Master Document List/Business and Finance/Accounts Payable:
 - [AP-F006](#)
- District staff should complete all pages of ICA (the form is PDF fillable).
 - Principal or department head signature is required on the IRS Contractor Screening page as well as the Fingerprint Screening/Verification form (can be done electronically).
 - The Public Disclosure form should be completed by the WCSD staff person requesting the contract/service
- Submit ICA to contractor/provider for signature (can be done electronically).
 - If fingerprinting is required, follow instruction on this page of the ICA.
 - Once printing is completed, the Fingerprint Office will forward this page back to the site and it can then be included as part of the ICA.
 - The Public Disclosure form should be completed by the contractor.
- Enter a purchase requisition (PR) in BusinessPLUS for all ICA's, regardless of amount, even if funded by a school check.
 - If funded by a school check, send check to Business using a Deposit Transmittal and indicate contractor name and PR # on purpose line of this form.
- Attach ICA, insurance and W-9 to the PR. The ICA approval process will be handled by BusinessPLUS workflow.
- Authorized District individual will sign the final ICA (Superintendent, CFO or Director of Procurement). The fully approved ICA will be sent back to site once a PO number is assigned.
- Services may begin once the ICA and PO are in place. **NO SERVICES MAY OCCUR IF THESE ARE NOT IN PLACE.**

- After services are complete, receive on the PO in BusinessPLUS and forward invoice to Accounts Payable for payment.

Independent Contract Agreement - ICA - Information Sheet

1. Employees (to include subs, coaches, activity workers etc.) of the District may not hold independent contractor status with the District.
2. The only people authorized to enter into a financial agreement with any consultant or service provider are the Superintendent, the CFO and the Director of Procurement.
3. Contractors or service providers should never be paid directly with school funds. All payments should route through the Accounts Payable Office.
4. An Independent Contract Agreement (ICA) and Purchase Order must be in place and fully approved before services may begin.
5. If you are unsure about the paperwork or process contact the Accounting Manager at 348-0317 or the Account Technician in Business at 348-0307 before you start planning your event.