

Authorization for Consultant/Independent Contractor (Vendor) Services Paid with Independent Activity Funds (IAF)



MCPS Form 280-49A
June 2017
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MONTGOMERY COUNTY PUBLIC SCHOOLS
Office of the Chief Financial Officer/Division of Controller
45 West Gude Drive, Suite 3200
Rockville, Maryland 20850

Department of Materials Management/Procurement Unit
45 West Gude Drive, Suite 3100
Rockville, Maryland 20850

This form is used to authorize the use of Independent Activity Funds (IAF) to pay for consultant/independent contractor (vendor) services. (See MCPS Regulation DJA-RA, *Procurement of Equipment, Supplies, and Contractual Services*, MCPS Regulation GCA-RA, *Employee Conflict of Interest* and Chapter 15 of the MCPS Financial Manual, *Consultants and Independent Contractors*, found on myMCPS.)

NOTE:

- THIS FORM IS REQUIRED (in lieu of Form 280-54) to document authorization/approval for all consultant/independent contractor services paid with IAF, regardless of the amount due for services, EXCEPT when contracting with vendors from the MCPS Approved Carrier list, posted on myMCPS.
- **Do not use this form for payment to MCPS employees or approved bus carriers.**
- If payment due for the vendor's services is \$1,500 or more, a purchase order is required, EXCEPT when contracting with MCPD police officers for high school event security.
- This authorization process should be initiated at least 15 business days prior to the anticipated start of work to allow sufficient time for processing. Vendor Verification (Part V) must be completed and the form returned to the Financial Agent BEFORE work can begin.
- Refer to Page 4 for detailed instructions.

PART I: GENERAL INFORMATION (Sponsor/Project Manager)

Sponsor/Project Manager should **COMPLETE** all information in Part I and Part II.

School _____ Date ____/____/____
Principal _____ Sponsor/Project Manager _____ Phone Number ____-____-____
Financial Agent: _____ Phone Number ____-____-____

PART II: PROJECT SUMMARY (Sponsor/Project Manager)

Upon completion of Part I and Part II, Sponsor/Project Manager should **ATTACH** required documents, and **FORWARD** to the Financial Agent for IAF Funding Verification.

Project Name/Statement of Work _____

Yes No Will the vendor have direct, unsupervised, or uncontrolled access to children while performing this work?

Total Project Cost \$ _____ Dates of Service ____/____/____ - ____/____/____

Consultant/Independent Contractor (Vendor/Payee)* _____

Vendor's Mailing Address _____

Vendor's E-mail Address _____ Vendor's Phone Number ____-____-____

*When multiple individuals are contracted for a project to perform the same/similar work within a specified period of time, when the amount due to the individual for the project does not exceed \$1,500, and when all payments are charged to the same account, use MCPS Form 281-49A, *Optional Attachment to MCPS Form 280-49A using IAF Funds*.

ATTACH DOCUMENTATION:

- Vendor's proposal/quote for services, contract, or agreement documents
- Any contractual documents that the vendor is requesting MCPS to sign/execute
- MCPS Form 235-40, *Response Form for Required Criminal Background Checks* completed and signed by the vendor
NOTE: MCPS Form 235-40, Response Form for Required Criminal Background Checks, is REQUIRED of all vendors. The form should be completed and signed by the vendor. (More information about a consultant/independent contractor's obligation regarding criminal records of individuals assigned to work in MCPS facilities is available at www.montgomeryschoolsmd.org/departments/procurement/contractors.aspx)
- MCPS Form 281-49A, *Attachment for MCPS Form 280-49A using IAF Funds (optional)*.

Completed By: (Sponsor/Project Manager's signature) _____ Date ____/____/____

PART III: IAF FUNDING VERIFICATION (School Financial Agent)

Tip: To determine whether Division of Controller has a vendor's IRS Form W-9 on file, use MCPS AP Inquiry in the Financial Management System (FMS) and verify that the vendor information is correct. Directions are available at: http://www.montgomeryschoolsmd.org/uploadedfiles/departments/fms/docs/findout_if_w9.pdf

→ Financial Agent should **COMPLETE** all information, **ATTACH** additional documentation, and **FORWARD** to the Principal for approval.

Vendor's Federal Tax I.D. Number _____ - _____ **OR** last 4 digits of Social Security # xxx-xx-_____

Yes No Is the vendor listed in SchoolFunds Online (SFO) as "Districtwide" vendor?
(If "No" **ATTACH** a copy of the vendor's IRS Form W-9)

Yes No Is the total amount due for this work \$1,500 or more?
(If "Yes" a Purchase Order is required EXCEPT when contracting with MCPD police officers for high school event security.)

Funding Source

IAF Account Name _____ IAF Account # _____ . _____ Current Funds Available \$ _____

Completed By _____ (Financial Agent's signature) Date ____/____/____

PART IV: PRINCIPAL'S REVIEW AND APPROVAL (Principal)

→ Principal should **SIGN AND RETURN** form with all documentation to Financial Agent for distribution. If the purchase order process is used, principal should approve the FMS requisition.

The consultant/independent contractor's services and the reimbursement for expenses are in accordance with all applicable regulations, Chapter 15 of the MCPS Financial Manual *Consultants and Independent Contractors* and in compliance with the Contractor's Obligation regarding Criminal Records of Individuals Assigned to Work In MCPS Facilities.

I confirm that the amount to be paid is accurate and funding is authorized.

Principal's Signature/Approval _____ Approval Date ____/____/____

NEXT STEPS

→ Financial Agent should make a copy for school files and **FORWARD** original signed form and required documentation to PROCUREMENT UNIT for Vendor Verification, Part V.

PART V: VENDOR VERIFICATION CHECKLIST (Procurement Unit)

NOTE: Work may not begin until Vendor Verification is completed and returned to the School Financial Agent.

→ Procurement Unit should **COMPLETE** Part V and then **RETURN** the packet to the Financial Agent.

Date Received ____/____/____

Current W-9 is on file; FMS vendor set-up is complete and up-to-date

MCPS Form 235-40, *Contractor Response Form*, received

Yes No Criminal background check required?

Yes No Is the Consultant/Independent Contractor cleared to begin work?
(i.e., fingerprinting completed; MCPS contractor badge sent, if required)

Procurement Unit Authorization _____ Date ____/____/____

NEXT STEPS

→ Upon receipt of Vendor Verification, Financial Agent should make a copy for files and **FORWARD** the original signed form to the Sponsor/Project Manager.

→ Sponsor/Project Manager **NOTIFIES** consultant/independent contractor that **WORK MAY PROCEED**.

PART VI: UPON COMPLETION OF WORK (Sponsor/Project Manager)

→ Sponsor/Project Manager should **COMPLETE** Part VI, **ATTACH** documentation required for payment, and **FORWARD** to the Principal/Director for review and signature:

Dates of Service: From ____/____/____ To ____/____/____

Payable to: _____ Amount to be Paid: \$ _____
Consultant/Independent Contractor (Vendor/Payee)

This amount represents (check one):

- Partial payment for contracted services: # _____ of _____ total payments, or
- Full/Final payment for contracted services

ATTACH DOCUMENTATION:

- Vendor's invoice, marked "Received" and signed/dated by the Sponsor/Project Manager. Write purchase order # on invoice, if applicable; write IAF account # on invoice if paying directly by school check.
- Receipts, if applicable

As Sponsor/Project Manager, I confirm that the consultant/independent contractor's services were performed and the reimbursement for expenses, if applicable, are in accordance with all applicable regulations, Chapter 15 of the MCPS Financial Manual *Consultants and Independent Contractors*, and in compliance with the Contractor's Obligation regarding Criminal Records of Individuals Assigned to Work In MCPS Facilities.

Signature, Sponsor/Project Manager _____ Date ____/____/____

PART VII: REVIEW AND AUTHORIZATION TO BE COMPLETED BY PRINCIPAL

I affirm that the consultant/independent contractor's services were performed and the reimbursement for expenses are in accordance with Regulation DJA-RA, *Procurement of Equipment, Supplies, and Services* and Regulation GCA-RA, *Conflict of Interest*, and in compliance with the Contractor's Obligation regarding Criminal Records of Individuals Assigned to Work In MCPS Facilities. Authorization for any exceptions to these regulations is attached.

I confirm that the amount to be paid is accurate and funding is authorized.

Signature, Principal/Director _____ Date ____/____/____

PART VIII: COMPLETE PROCURE TO PAY CYCLE (School Financial Agent)

→ **Purchase Order (PO) Process:** **Requisition #** _____ **Purchase Order #** _____

- Review/confirm that all documentation is complete and accurate
- Ensure that vendor's invoice is signed/received and dated by the Sponsor/Project Manager; add purchase order number to invoice
- Pull up the PO number in the FMS iProcurement Receiving module, and then receive the invoiced amount from the PO
- FORWARD** the vendor's invoice (signed/received) with the purchase order number on the invoice to Division of Controller, Accounts Payable, 45 West Gude Drive, Suite 3200, to process payment

→ **IAF School Check/Direct Pay Process (Use only when total payment due is less than \$1,500)**

- Review/confirm that all documentation is complete and accurate
- Ensure that vendor's invoice is attached, signed/received, dated by the Sponsor/Project Manager
- Create a school check in SFO for the amount due to vendor
- ATTACH** to the school check all documentation noted in Part II (page 1) of this form and the **ORIGINAL** Form 280-49A (with Parts I-VI completed), and then **FORWARD** to the Principal for review and required signature.
- Send IAF school check directly to vendor; retain all back-up documentation at the school for audit records. **DO NOT** send copies to Division of Controller.

Check Date ____/____/____ Check Number _____ Check Amount \$ _____

FORM 280-49A INSTRUCTIONS/PROCESS

1. At least 15 business days prior to the start of work, the Sponsor/Project Manager initiates the authorization process by completing Part I and Part II and then forwards the form with copy of vendor's proposal/quote to the school financial agent.
2. School Financial Agent completes Part III and then forwards the form with documentation to the Principal for review and authorization.
3. Principal reviews and approves the IAF expense, Part IV, and then returns the form and documentation to the School Financial Agent for distribution.
4. Financial Agent makes copy for school files and forwards original form and documentation to Procurement Unit for vendor verification.
5. Procurement Unit completes Vendor Verification process, Part V, and returns original form and documentation to School Financial Agent for distribution.
6. School Financial Agent makes copy for school files and forwards original to Sponsor/Project Manager.
7. Sponsor/Project Manager notifies consultant /independent contractor that work may begin.
8. Project Manager/Sponsor confirms completion of work and obtains an invoice or other documentation from the vendor. The documentation must include the vendor name, date(s) of service and amount to be paid. If the vendor is requesting partial payment (s), make copies of the Form 280-49a with Vendor Verification completed. The Project Manager/Sponsor completes Part VI on one of the copies, indicating the amount due for the partial payment.
9. The Project Manager/Sponsor signs Part VI and forwards the form and all attachments to the principal for signature.
10. The principal reviews the packet and signs Part VII, then forwards the packet to the Financial Agent to process payment.
11. School Financial Agent completes procure to pay cycle, Part VIII.
12. Payment is issued to vendor.
13. DO NOT SEND THIS FORM OR COPIES TO DIVISION OF CONTROLLER