



This instrument has been preaudited in the manner Required by the School Budget and Fiscal Control Act

Finance Officer Signature/Date

Special Contractual Agreement for Purchase of Consulting Services and Materials

This agreement entered into on **the date*** listed below by and between the Contractor, **and** the customer:

Customer		Contractor (Name and Address)	
Federal ID#		Federal ID#	
Contract # (Required on Request for Payment) SEA System Activity # (if applicable)		Print Name/Title	
School Proposal #		Signature/Date*	
Total Cost		Note: Upon final approval by Moore County Schools, a copy of this document will be returned to the Contractor.	
Code			

The Contractor shall perform services for and/or provide materials to the Customer which must include:

- All tasks the provider is to perform (scope of work)
- The events that trigger payment (deliverables)
- The required level of services (performance standards)

The Customer agrees to pay the Contractor within 30 (thirty) days upon receipt on an invoice for completion of each activity of consultative services. The parties may terminate the contract upon thirty (30) days written notice to the other party, unless Contractor defaults on any provision contained herein. In the event of such occurrence, (LEA/charter), may immediately terminate contract. **Please include the contract number on the Request for Payment/Invoice.**

Signature of Contract Administrator for Moore County Schools

Date

Please mail a signed copy of contract to:

Moore County Schools
Attn: Lisa Scott
160 Pinckney Rd.
Carthage, NC 28327
Email: jrjones@ncmcs.org

* To assist with timely processing, this document maybe returned by email/fax, with the original following by mail.

Scope of Services:

(Describe the type of services and detailed tasks provider is to perform in executing the contract.)

Payment of Services:

(State deliverables and completion date that will trigger payments.)

Performance Standards:

(List expectation of services and how services will be measured to ensure compliance with contract.)