

**Bakersfield City School District**

**The Advisory Bulletin**

<b>To:</b> All Secretaries & Spec. Funded Clerks	<b>Date:</b> July 25, 2024	<b>No.</b>
<b>Subject: Deadline Dates for Consultant Agreements &amp; Payment Processing</b>		
<b>Prepared By:</b> Latonya Thompson, Administrative Secretary III		
<b>Approved By:</b> Sherry Gladin, Assistant Superintendent, Business Services		Page 1 of 1

It is imperative that all Consultant Service Agreements be submitted for Board approval **BEFORE** the date(s) of service. There will be **NO** approval of a Consultant Agreement after the fact.

Below you will find the due dates for submitting Consultant Agreements to the Business Services office for processing. Please share this information with those individuals who are responsible for preparing the Consultant Agreement:

Month	Consultant Agreement Due Dates	Consultant Payments Due	Board Date
August	07/08/2024	07/05/2024	08/06/2024
August	07/29/2024	08/09/2024	08/27/2024
September	08/26/2024	09/06/2024	09/24/2024
October	09/30/2024	10/04/2024	10/22/2024
November	10/14/2024	11/08/2024	11/12/2024
December	11/18/2024	12/06/2024	12/17/2024
January	12/30/2024	01/10/2025	01/28/2025
February	01/27/2025	02/07/2025	02/25/2025
March	02/24/2025	03/07/2025	03/25/2025
April	03/31/2025	04/04/2025	04/29/2025
May	04/28/2025	05/10/2025	05/27/2025
June (1 <sup>st</sup> Mtg)	05/12/2025	05/30/2025	06/10/2025
June (2 <sup>nd</sup> Mtg)	05/27/2025	06/13/2025	06/24/2025

All Consultant Agreements must be submitted to the Assistant Superintendent, Business Services by the deadlines listed above. Consultant Agreements submitted after the deadlines indicated will not be processed until the next Board meeting which may require the date of service to be postponed. Consultant Agreement and supplemental documentation must be submitted no later than 30 days in advance of the date of the service.

In order to process all Requests-for Payment for Consultants in a timely manner, the Consultant’s invoice and Confirmation of Consultant Services form must be completely prepared, signed, and submitted to the Assistant Superintendent, Business Services no later than the Consultant Payment dates listed above. Please note that if the invoice and Confirmation of Consultant Services form come in **after** the above listed dates, **the consultant will not get paid until the following month.**

If you have any questions, please contact Latonya Thompson in the Business Services office, extension 14678. For online forms and information please visit: <http://bcsd.com/businessservices/>.