



## Department of Fine Arts

12100 Eastlake Dr. • El Paso, Texas 79928 • Phone 915-937-0435 • Fax 915-937-0482 • [www.sisd.net/finearts](http://www.sisd.net/finearts)

### **Socorro ISD Department of Fine Arts Private Lesson/Master Class Procedures for Procurement of Services**

#### **Steps to Hire a Private Teacher/Master Class Clinician:**

1. Please reference the SISD Private Lesson/Master Class Bids
2. Select the Private Teacher/Master Class Clinician you would like to hire (only those that are marked as CLEARED)
3. Contact the vendor to check their availability and discuss your needs.
4. The vendor MUST Agree to service your campus.
  - a. Agree upon how many visits (hours) and total compensation according to their hourly rate on the bid.
5. Once both parties have agreed, please fill out the attached Service Agreement Form and submit to SISD Fine Arts.
  - a. Contractor (Vendor) must Sign at the bottom of the service agreement.
  - b. Leave the Socorro ISD Signature Blank
  - c. Submit all forms to [rcorre@sisd.net](mailto:rcorre@sisd.net) and cc: [amarti133@sisd.net](mailto:amarti133@sisd.net) and [vsalaz04@sisd.net](mailto:vsalaz04@sisd.net)
  - d. All service agreements must be submitted no less than one week prior to the start of services.
6. SISD will use the service agreement as acknowledgement that the vendor has agreed to service your program.
7. SISD Fine Arts will then generate an open Purchase Order for the Services not to exceed the agreed upon amount and procure the SISD signature on the Service Agreement.
8. Once a Purchase Order and a signed Service Agreement has been generated, a copy will be sent to the Director and Vendor and the vendor can begin servicing your campus.

#### **Conclusion of Services and Payment:**

1. At the conclusion of the services, the vendor MUST submit an invoice referencing the Purchase Order (**include PO Number on your invoice**).
  - a. The invoice must include the dates and hours worked (See Attached Invoice Template. Vendor May use this template if they wish.)



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2. If the vendor would like a partial payment prior to the completion of the entire Purchase Order, they may submit an invoice at any time during the course of the contract.
  - a. The invoice must include the dates and hours worked.
  - b. They may submit as many invoices as they would like until the entirety of the Purchase Order has been spent.

### **Continuing Services:**

1. If the Campus and Vendor would like to continue services beyond the amount and time frame agreed upon (if funds available in your allocation), a new Service Agreement and Purchase Order must be generated.
  - a. **SISD will NOT be responsible for any services conducted beyond the agreed amount of compensation on the Purchase order and service agreement.**
2. Reminder that Service Agreements MUST be sent to Fine Arts a week in advance of the agreed upon start of services in order for purchasing to generate a Purchase Order on time.

**Under NO Circumstance can services begin without a signed Service Agreement AND a Purchase ORDER.**

**Socorro ISD will not acknowledge nor be responsible for any invoices and services conducted prior to both a signed Service Agreement and Purchase Order for the services being generated.**

**If you have any questions, please do not hesitate to reach out to our office.**