



San Diego Unified

SCHOOL DISTRICT

Minimum Invoice/Quote Requirements for "GSA-Individual/Sole Proprietors" Offering services to District Schools or Administrative Offices

These requirements shall be no more than 2 pages:

1. Individual Full Name
2. Business Address (absolutely no P.O. Boxes)
3. Phone Number
4. Email Address
5. Cost per hour/or per class/or per performance
(single cost not outlining the cost per hour, or per class, or per performance, will not be accepted)
6. How many hours or classes are being provided
7. Address of the location where the services are being performed
8. Detail description of the services being performed
9. Date or dates the services are being performed
10. Number of students expected to be in attendance
11. All invoices will be paid on net 30 terms after the Board of Education approves the Agreement and if all services have been received by the District.

**No services shall start until you have received a "Fully Executed Agreement" from the District.
You should start planning with the school 10 weeks before your performance/class is scheduled to start.**

Other requirements that need to be attached to your invoice/quote:

- **IRS Form W9**
- **General Liability Insurance**

If you have any questions about these requirements, please contact Kate Piscopo, Buyer at kpiscopo@sandi.net or Julio Gomez, Supervisor at jgomez1@sandi.net or you can always contact the point of contact at the school who is seeking your services.