



Pin Oak Middle School Contracting With Individuals

Instructions

In order for a member of the Pin Pak Middle School PTO to hire someone for an event, this form must be completed, and approved by the President or Vice President of Budget and Finance, in advance of the event. Once the form has been signed and completed by all appropriate individuals, this form should be left in the Treasurer's folder in the PTO box. Final Payment will be made once the event is complete and the PTO representative indicates that all contracted work has been satisfactorily completed.

The Needed Information

Name of individual the PTO is contracting with: _____

Mailing address: _____

Specific event contracted for: _____

Date of event: _____

Specific hours to be worked: _____

Hourly rate: _____

Description of work to be completed:

Signature of PTO Representative: _____

Date: _____

Signature of individual under contract: _____

Date: _____

Final Contract Approval (To be signed by the Vice President of Budget and Finance and/or the PTO President)

Final approval: _____

Date: _____

Final approval: _____

Date: _____