



# Sequatchie Valley Planning & Development Agency

## SEQUATCHIE VALLEY HEAD START

170 Smith Lane P.O. Box 769 \* South Pittsburg, TN 37380-0769

(423) 837-6724 \* Fax (423) 837-9369 \* E-Mail SVPDA@aol.com

### CONSULTANT/CONTRACTOR AUTHORIZATION FORM

1. Manager making request: \_\_\_\_\_
2. Consultant or Contractor: \_\_\_\_\_
3. SS#: \_\_\_\_\_ Or ( Optional ) EIN: \_\_\_\_\_
4. Address (give street address also if PO Box is used):  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Purpose (define work scope): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Other Consultants or Contractors contacted: \_\_\_\_\_  
\_\_\_\_\_
7. Reason(s) for selecting Consultant or Contractor: \_\_\_\_\_  
\_\_\_\_\_
8. Rate of compensation (Contract): \_\_\_\_\_
9. Total compensation not to exceed (Contract): \_\_\_\_\_
10. Contract period: Start: \_\_\_\_\_ End: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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I certify that the above information is correct. I further certify that I am being retained by the Sequatchie Valley Planning and Development Agency as a self-employed consultant/contractor. As self-employed, I will file the appropriate Internal Revenue forms if needed for FICA and I am responsible for my own tax return although a form 1099 may be mailed to me if required. I will hold the Agency harmless for any personal injury or property damage which results from the activities performed. A simple invoice or statement for service will be provided to the Agency which should have adequate detail of time to justify the expenses charged to the program.

\_\_\_\_\_  
Consultant/Contractor Signature

\_\_\_\_\_  
Date

Adm 10 ; rev.12/05

\*Serving Families in Bledsoe, Grundy, Marion, Rhea and Sequatchie Counties\* A-00019