



# REQUEST TO ENTER INTO AGREEMENT FORM (R.E.A.F.)

- Agreement Type:
- Professional Services/Training (Object code 5810)
  - MOU/No-Cost Agreement
  - Amendment to the following agreement C-\_\_\_\_\_
  - Software/License Agreement (Object code 5840)
  - School Assembly (Object code 5810)

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School/Service Area: \_\_\_\_\_ Contract Requested By: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_ Point of Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Desired Contract Start Date: \_\_\_\_\_ Desired Contract End Date: \_\_\_\_\_  
Cost of Services: \$\_\_\_\_\_ Desired Board Approval Date (if applicable): \_\_\_\_\_

For MOU's and No-Cost Agreements enter \$0.01 in the REQ

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Are these services available through the District?  NO  YES

If yes, provide justification to contract the services:

Scope of Work:

Performance Evaluation/Measurable outcomes for the Service:

Alignment to the LCAP/District Strategic Plan: