



Professional Service Contract (PSC) Request Form

[Print Form](#)

Federal Programs
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9278 || F: (907) 746-9290

Processing a Professional Service Contract (PSC) will take between 2 - 4 weeks. When need of a PSC is identified please contact Peter Browning, in Federal Programs to determine the timeline for processing. Peter can be reached by email at Peter.Browning@matsuk12.us or by phone at 746-9203.

Name of Activity:

Principal/Coordinator Making Request:

Principal/Coord Signature: **Date Signed:**

District Administrator Making Request:

Administrator's Signature: **Date Signed:**

Contract Budget Amount:

Contract Details

Company Contracting With:	<input type="text"/>
Contact Person:	<input type="text"/>
Name of Presenter:	<input type="text"/>
Mailing Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Email Address:	<input type="text"/>
Dates of Service:	<input type="text"/>

Detailed Description of Service: Example

- Who are the teachers or principals?
- How many staff will attend?
- What are you contracting with this Company to do?
- Where? When?
- Please attach additional page if necessary.

Special Accommodations:

What will the presenter need as far as equipment?
Contact **Peter Browning** in advance to sign out equipment for your presenter.

Presenter Qualifications:

Attach resume, bio, etc. to this form before submitting it to Federal Programs.

<input type="text"/>
<input type="text"/>
<input type="text"/>



Professional Service Contract (PSC) Request Form

Federal Programs
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9278 || F: (907) 746-9290

Vendor Reimbursements:	
Will payment be made to the company or presenter?	
Please fill out the boxes below to their entirety.	
Presenter's Fee	
Reimbursables:	
- Travel:	
- Purchased Services:	
- Supplies:	
- Other Services:	
Total Contract Award:	

Federal Programs Use:	
Price or rate quotations attached:	<input type="radio"/> Yes <input type="radio"/> N/A
Account Code Established:	<input type="radio"/> Yes <input type="radio"/> No
Account Code:	
Federal Programs Director or Grant Budget Supervisor Approval:	