

Vendor Approval Guidelines

Company Vendor Course Instruction

JCS will approve companies providing Vendor Course Instruction services to students according to the following guidelines:

Vendor Course Instruction (VCI) services and limitations

- Vendor must provide services that further the educational goals of a public school student. JCS may not provide anything of value to a JCS student that a school district could not provide to a similarly situated student. This does not mean JCS will provide all programs or services available from a particular local school district. JCS Educational Facilitators, administration, and the JCS Board have final authority in what vendor course instruction services will be made available to JCS students. In addition, not all services available from an approved VCI vendor will be available for public school use.
- School funds cannot be used to purchase any religious materials or services for a student.
- Vendor must be open to and serving the general public without discrimination because of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.
- Vendor must provide services in a public facility appropriate to the nature of public school use. This means the vendor must assure that the facility used for the service meets either Field Act or local city codes for safety:
 - VCI vendor may provide services at a Julian Charter School facility if such facility is made available for use by JCS [home study](#) students. Vendors should contact the facility coordinator to inquire about available space at the facility.
 - Vendor remains responsible for loss, damage, or injury to person(s) or property during or relating to the performance of services by the vendor even when choosing to provide services in a Julian Charter School facility when such facility is available for use by JCS [home study](#) students.

Vendor Liability

- Vendor must hold and provide a copy of a current business license.
- Julian Charter School assumes no liability for worker's compensation, or liability for loss, damage, or injury to person(s) or property during or relating to the performance of services by the vendor.
- Vendor is responsible for holding and providing vendor's own commercial or professional liability insurance.
 - Julian Charter School may choose to waive verification of a vendor's liability insurance if (1) not providing physical activity services, and (2) vendor provides services only while student's parent(s)/guardian(s) is (are) present, and (3) vendor provides services only at

- a public location such as a public library, community center, or park or provides services only at an available Julian Charter School facility
- Vendor retains liability for loss, damage, or injury to person(s) or property during or relating to the performance of services by the vendor even if Julian Charter School does not require verification of a vendor's liability insurance.
- Vendors providing physical activity services (e.g. dance, gymnastics, equine science, martial arts, sports, etc.) or art classes where a kiln is on the premises, must hold and provide a copy of a current certificate of liability insurance for a minimum of \$1,000,000.00 per occurrence/\$2,000,00.00 general (annual) aggregate, and must add Julian Charter School as an additional insured to said liability insurance policy
- Vendor with employees must hold and provide a copy of a current Workers' Compensation policy with Julian Charter School as a certificate holder.

Accounting Office Policies: Not following these guidelines will result in delayed payments.

- Vendor must be willing to accept purchase orders.¹
- Vendor must be willing to abide by JCS accounting policies, including collection and submission of evidence of service (such as invoices and attendance sheets).²
- Vendor is responsible to invoice JCS for services, usually monthly, after the performance of services. *Monthly billing is not a requirement, only strongly suggested.*

- Each invoice must include the following:

Invoice date
 Vendor Name, Address, Phone and Fax Number
 PO Number (*Must be on invoice or we will be unable to process*)
 Description of services provided
 Service month
 Amount
 Student name
 Vendor Authorized Signature
 Attach a Student Attendance Sheet

Any necessary notes.

- i.e. If the PO states 1 lesson is for 1 hour but you are billing for 2 hours, you must state this to be paid correctly.

- If a student is making a class up, state what day/month it is for.

- If a student is a no-show, state whether it is unexcused.

There is a sample invoice in the Welcome Packet

- Vendors must include a sign-in sheet for students that are taking the lessons with their invoices. This sign-in sheet can either be from the ~~vendor's~~ vendors company or from JCS.

o Each attendance sheet must include the following:

Date the student attended the lesson

Name of the class/lesson

Students name printed

Student/parent signature

Vendor authorized signature

There is a sample attendance sheet in the Welcome Packet

- Vendor must direct all billing and payment inquiries only to the JCS accounting department, please do not direct inquiries to students or parents as this will cause a delay in response.
- Vendor must notify JCS Accounts Payable in writing of any change to Vendor's "remit to address."
- Vendor understands that JCS policy for payment is Net 30, that is, you will be paid within 30 days of JCS receiving all correct paperwork.

① A purchase order is a legally binding document between Julian Charter School and the vendor. It details the services Julian Charter School agrees to purchase at a certain price and under what terms. Vendors use purchase orders for payment processing. Once services have been provided, the vendor prepares an invoice based on the terms of the purchase order. To expedite payment, the vendor must reference the purchase order number on their invoice. Once all terms of the purchase order have been met, the purchase order is complete, and may no longer be used for payment processing.

② An invoice is an itemized bill created and sent by the vendor to Julian Charter School after the performance of services, no more than once per month. The vendor's invoice must reference the Purchase Order Number and other details the JCS accounting department needs in order to process payment. Vendors may use their own invoice, or JCS provides vendors with an example invoice that can be modified using word processing software.