

When to Use Object Code 5810 Versus 5850 for Services, Consultants, and Independent Contractors

Object	Description	Examples	Requirements
5810	INSTRUCTIONAL CONTRACT SERVICES (UP TO \$25K PER CONTRACT)	<ul style="list-style-type: none"> x Dance instruction x Music instruction x Art instruction x Professional development for teachers x Family math night x Cultural demonstrations x Vaping and tobacco presentations 	<ul style="list-style-type: none"> x Board approval through Instructional Services x Consultant Agreement x W-9 if new vendor x Authorization for Payment or signed invoice once service is complete or payment is required x Purchase Order x Certificate of Insurance (See "BUSD Insurance Requirements")
5850	NONINSTRUCTIONAL CONSULTANTS/INDEPENDENT CONTRACTORS (NONEMPLOYEES)	<ul style="list-style-type: none"> x Catering service x Photobooth x Sculptor x Piano accompaniment for choir x Lactation support program x Occupational therapy IEE (SpEd) x Physical therapy (SpEd) x Interpreters and translators 	<ul style="list-style-type: none"> x Board approval through Instructional Services x W-9 if new vendor x Authorization for Payment or signed invoice once service is complete or payment is required x Purchase Order x Certificate of Insurance (See "BUSD Insurance Requirements")