

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

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