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

<table>
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<tr>
<th>Object</th>
<th>Description</th>
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| 5810     | INSTRUCTIONAL CONTRACTED SERVICES (UP TO $25K PER CONTRACT) | • Dance instruction  
• Music instruction  
• Art instruction  
• Professional development for teachers  
• Family math night  
• Cultural demonstrations  
• Vaping and tobacco presentations | • 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) | • Catering service  
• Photobooth  
• Sculptor  
• Piano accompaniment for choir  
• Lactation support program  
• Occupational therapy IEE (SpEd)  
• Physical therapy (SpEd)  
• Interpreters and translators | • 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 |