

SPECIALIZED SERVICE PROVIDER AND TRAINING JUSTIFICATION FORM

In certain circumstances, the Weber School District requires specialized training or support services for our teachers, administrators and employees. Individuals or companies that offer these services are specialized in their respective fields and offer unique insights, similar to a professional conference. It is difficult to establish comparisons for review. The procurement process, to solicit bids or evaluate responses based on a scope of work, is not required under these circumstances. These trainings and/or services are hired on a case-by-case scenario and based on the best interest of the organization. Please use this form to provide a justification of training and/or service prior to the event(s).

Complete the following information:

WSD Requestor	
Service Provider	
E-mail Address	
Telephone Number	
Address	
Attach W9 Form	*Required for payment processing

Briefly describe the type(s) of trainings and/or services provided:

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Briefly describe how the services or training will be utilized:

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