

# MASBO Interim Services/Training Request

*Interim Services/Training can include filling in during clerk vacancies by performing basic duties, annual financial reporting and budgeting during a clerk absence or a new clerk search. Training can also be provided for the newly hired clerk. Interim Services may also serve to assist a district in situations where the work in the business office has been neglected, incorrect or incomplete to a degree that additional help is needed to bring the financial records back into compliance with state and federal regulations and deadlines.*

For Interim Services/Training request questions, please call Steve Hamel: 406-431-0124

Email this completed request to: shamel@masbo.com

\$50 hourly rate for services & training provided; \$30 hourly rate for travel time.

## Reason for Request

- \_\_\_\_\_ Vacancy (no clerk/position is open)
- \_\_\_\_\_ New Clerk
- \_\_\_\_\_ Existing Clerk on leave
- \_\_\_\_\_ Audit and/or financial reporting issues
- \_\_\_\_\_ Other

## Describe Assistance Needed:

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When would you like interim services/training help to begin? \_\_\_\_\_

Would the former clerk be available for questions? \_\_\_\_\_

## Your District Information

District Name: \_\_\_\_\_

My district's software (BMS, C&C, Tyler, QB): \_\_\_\_\_

My district's MHSA school size is (class AA-A-B-C): \_\_\_\_\_

My district is a: K-8, 9-12 stand alone, K-12: \_\_\_\_\_

## Your information

Name (please print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Superintendent or Board Chair Signature \_\_\_\_\_

Time (# of hrs/days) approved if applicable \_\_\_\_\_

*For office use only below this line:*

Date contacted/Notes: \_\_\_\_\_

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Dates & Hours of Service/Training: \_\_\_\_\_

Final Amount Due to be invoiced: \_\_\_\_\_