

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

Hourly rate is \$50.

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:

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 _____

For office use only below this line:

Date contacted/Notes: _____

Dates & Hours of Service/Training: _____

Final Amount Due to be invoiced: _____