**TULARE COUNTY SUPERINTENDENT OF SCHOOLS DIRECTIVE BETWEEN**

(Insert Program Name 1)

AND

(Insert Program Name 2)

**Fiscal Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Insert Services Being Provided)

**WHEREAS** the Tulare County Superintendent of Schools’ (Insert Program 1) wishes to participate with (Insert Program 2) in (insert scope of services provided);

**THEREFORE**, both parties hereby agree that between (Insert dates of services);

(Insert Program 1) will reimburse (Insert Program 2) for (services being provided including the amount).

(Insert Program 2) will invoice (Insert Program 1) (monthly, quarterly, annually etc.,) itemizing the expenses incurred.

**TRANSFER FROM (Program 1):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FUND | RESOURCE  | PY | GOAL | FUNCTION  | OBJECT  | SITE | CO | REPORT |
|  |  |  |  |  |  |  |  |  |

**TRANSFER TO (PROGRAM 2):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated: |  |  |  |  |
|  |  |  |  | (Insert Name), Administrator(Program 1) |
| Dated: |  |  |  |  |
|  |  |  |  | (Insert Name), Administrator(Program 2) |
|  |  |  |  |  |
| Dated: |  |  |  |  |
|  |  |  |  | Tim A. HireTulare County Superintendent of Schools |
|  |  |  |  |  |