

PINELLAS COUNTY SCHOOLS
SCHOOL BOARD ATTORNEY OFFICE
REQUEST FOR LEGAL SERVICES

Send completed form to: garbutt-wilkest@pcsb.org
School Board Attorney
301 4th Street SW
Largo, FL 33770
Telephone Number: 727-588-6220
Fax Number: 727-588-6514

SBA Use Only	
Number Assigned:	_____
Due Date:	_____
Responsible Attorney:	_____
Prior Request Number:	_____
Date Completed and Returned:	_____

Please complete this form in detail.

Requestor's Name _____		Date Requested _____
Title _____	Phone _____	E-mail _____
Department _____		Date Needed _____

Request the following services: (Please provide all applicable information):

_____ Contract (Agreement, Memorandum of Understanding) - Attach a copy (with any attachments) to the Request, in Word format if possible, otherwise in pdf.

_____ Date the item will go to the School Board: _____

_____ Date of original Board approval and/or last update, if applicable: _____

_____ Name of other company or organization to contract: _____

_____ Legal Opinion _____ Research _____ Policy _____ Other

DESCRIBE SERVICES:

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