

## 2021-2022

---

# GUEST SPEAKER, INDEPENDENT CONTRACTOR, PERFORMER AND REFEREE AGREEMENT REQUISITION TEMPLATE

---

Please submit your Requisition as non-taxable. Blanket Orders are not allowed. Account number for this RQ must be 51900 – Personal & Consultant Services. Customize the requisition to your needs.

### **Document Text Information:**

New Vendor Information (If applicable): Please insert all the pre-set item text lines for a new vendor requisition.

Reason for Service: *(explain)*

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

If applicable, please add text: Special Indications/Instructions: *(for A/P, Purchasing, mailing, late RQ submission, etc.)*

**Commodity Field:** (Always use Buyer Initials)

**Description Field:** Invoice#: 12345, dated MM/DD/YYYY

### **Item text Information:**

Payment of Personal Services Agreement for services rendered as:

Name:

Department Name:

Event:

Event Date:

Independent Contract Agreement Approved by:

Dr. Greg Schulz, FC President

Independent Contract Agreement Approval Date:

MM/DD/YYYY

Authorized Signatures for Payment:

List Name(s) *(Please note that the name(s) listed cannot be the RQ Requestor/Inputter)*