

**FEE FOR SERVICE / CONSULTANT  
NOTIFICATION FORM**

Prior to signing a contract with a consultant or retaining services on a fee-for-service basis, please complete the following form and provide it, along with your purchase requisition, to Carolyn Bolen, Purchasing Manager.

**School/Program:** \_\_\_\_\_

**Budget Administrator:** \_\_\_\_\_

**Name of person/company providing service:** \_\_\_\_\_

Amount to be paid: \_\_\_\_\_

Description of service to be provided:

Justification (e.g. why is it necessary to retain an outside provider for this service):

Senior Staff approval: \_\_\_\_\_ Date: \_\_\_\_\_