

REQUEST FOR CONSULTANT AND LECTURER - FORM

Return Form to: Campus Mail Code: Dep. Req.:

Check appropriate boxes: Consultant Lecture Fee Travel Expense

Payee's Name: SSN: Date:

Home Address:

Payee's Position/Employer:

Description of Project, Service Required, and Benefits Derived:

Brief Statement of Consultant's Qualifications:

Date of Service:	From <input type="text"/>	To <input type="text"/>	Number of Days <input type="text"/>	Fee <input type="text"/>	Estimated Travel Exp. <input type="text"/>	Estimated Total Cost <input type="text"/>
	9-24-15	9-26-15	2	0	300.00	300.00

Account Number Grant Number

Project Title

The undersigned finds a need for (consultation, lecturer) as outlined above on the project shown. It has been determined that a qualified consultant/lecturer is not available on the staff of this institution. A review of the available qualified consultants/lecturers has been made and the above appears to be the best choice for the project. The number of days is the minimum to meet the project requirements. The rate shown is the above payee's normal charge for the specified services and is considered reasonable in view of his qualifications and the nature of the service to be provided. This service is not in conflict with applicable nepotism rules and regulations. (Regents Rules Part I, Chapter III, Section 5.)*

I have reviewed the above request and concur in the selection as shown above.

APPROVED:

President or Dean or
Assistant to the President (for CME)

Project Director

Project Department Head

*Questions regarding nepotism should be referred to the Personnel Office.

GUIDELINES

1. This form must be completed in its entirety. Refer to Handbook of Operating Procedures chapter 7, section 1.7.10 regarding use of State and Federal funds for payment of consultant and lecture fees. Consultant and lecture fees cannot be paid unless this form is completed and approved prior to receipt of service.
2. Consultations cannot be paid from state appropriations.
3. Lecture fees generally cannot be paid from research grants.
4. Any change in number of days or rates requires a revised request.
5. Distribution: - After appropriate approval is obtained from Dean/President, original will be returned to initiating department. When payment is requested attach copy to lecture fee voucher and if necessary copy to travel voucher.