

Request for Service in Excess of 100%
(approvals must be obtained **prior** to service being performed)

Name of Employee providing service _____ UIN _____

Employee's Home Dept _____

Person Requesting Service _____ Unit _____

Requesting Unit Contact _____

Actual Service Dates _____ Amount to be Paid _____

Describe services to be performed and indicate specific reason(s) for selecting this employee to provide the service(s) (attached separate sheet if necessary):

Is the amount to be paid greater than \$5,000? _____ Yes _____ No (If the answer is yes, the request must also be approved by the Office of Academic Human Resources prior to services being performed.)

Employee's Signature _____ Date _____

Requesting Unit approval _____ Date _____

Requesting College approval _____ Date _____

Employee's Home Unit approval _____ Date _____

Employee's Home College Approval _____ Date _____

Academic Human Resources Approval _____ Date _____
(required only for payments over \$5,000)

Chancellor's Approval _____ Date _____
(for faculty member on sabbatical leave)

Send form with all required signatures to Academic Human Resources along with the transaction after services are complete* for entry into Banner

*In the case where the service completion date is on or after that month's calc date but before that month's pay date, units may forward the checklist to AHR five (5) business days prior to the monthly calc in which the services will be complete.