

Contract Request Form for Performances/Lectures/Consultants

 Date: _____ Contract for (select one): Performance Lecture, Workshop, Seminar Consulting

Vendor Information:

Contractor Name: _____ Social Security/FID#: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____ Phone: _____

 Is contractor a USM student or State of Maryland Employee? Yes No *If yes, then you cannot use this form. They must be paid on payroll.*

 Is contractor a US Citizen? Yes No *If no, then you cannot use this form to pay for services unless they are a resident alien. They must be paid through the special non-resident alien payment process through Payroll.*
Contract/Payment Information:
Description of Services:

Date(s) of Engagement: _____ Hours of Engagement: _____

Location/Place of Engagement: _____

Amount of Payment:	Honorarium/Fee	\$	_____
	Travel Expenses*	\$	_____
	Other*:	\$	_____
	Other*:	\$	_____
	Total	\$	_____

* Receipts will be required with the Reimbursement Form

Requestor Information:

Department/Person Requesting: _____ Phone: _____

 Requisition Number: _____ *(All Approvals, Budget Checking, and Encumbering occur through the requisition process. Requests will not be processed without an approved and budget checked requisition.)*
Procurement Office Use Only:

Procurement Approval: _____ Date: _____ Contract #: _____



Account Codes	Description
082100	Management Studies & Consultants
089939	Performing Artists & Musicians
089973	Honorariums