

DO NOT WRITE IN SHAD... AREAS OF THIS FORM.

VANDERBILT UNIVERSITY REQUISITION FOR PURCHASE SERVICES INDEPENDENT CONTRACTOR/EXTERNAL CONSULTANT

Form with fields: SHEET NO., SUPPLY, SECURITY DATE, INV. TERMS, ESTIMATION, CONFIRMED, Y, N, TELEPHONE, DELIVER TO, BUILDING, STREET ADDRESS (PART 1), CITY, STATE, ZIP + CODE, AUTHORIZED BY, PHONE, FAX, SOCIAL SECURITY #, POSITION.

DOLLAR VALUE OF WORK PERFORMED FOR YOUR DEPARTMENT BY THIS VENDOR DURING THE PAST TWELVE MONTHS.

Form with fields: START DATE, COMPLETION DATE, FEE, PER, ADDITIONAL COSTS, TOTAL NOT TO EXCEED AMT, LOCATION OF SERVICES, CONTRACTOR SELECTION JUSTIFICATION, ALLOCATION THAT COST IS FAIR AND REASONABLE.

DESCRIPTION OF SERVICE TO BE PERFORMED

Large empty area for description of service to be performed.

ACCOUNTING CLEARANCE/NOTATIONS, BUYERS NOTES

SAMPLE FORM

