

University of Cincinnati Central Purchasing Temporary Payroll Service Form

Instructions: Complete this form to initiate a purchase for services of an individual from a temporary payroll agency, when the individual or position is not available under existing University term contracts. Send the completed form to your Vice President or their delegated representative to be signed and ask them to return it to you. After it has been approved and returned to you, enter the requisition in UC Flex, note the requisition number on this form, and then fax it to Central Purchasing at 556-5262 or mail to ML 0089.

Date: _____
To: Cheryl Smith, Sr. Buyer
From: _____
RE: Temporary Payroll Services

The following individual has been approved as a temporary payroll individual. This individual/position is not available under term contracts: Temporary Office Help, Nursing, Unskilled Labor, etc.

Vendor: _____

Requisition #: _____

Name of Individual: _____

Position: _____ Period: _____ to _____

Rate of pay per hour (includes percentage mark-up): \$ _____

Lump sum (includes percentage mark-up): \$ _____

PO not to exceed: \$ _____

Issuing department, please check the appropriate box below:

U.C. selected individual with no benefits.

U.C. selected individual with minimum benefits.

Department to be employed by: _____

Reports to: _____

Approved by _____ Date: _____

signature

print name