

INSTRUCTIONS: (See Regulation DJA-RA: *Procurement of Equipment, Supplies, and Contractual Services* and Regulation GCA-RA: *Conflict of Interest*.)

1. Consultant: Complete Part I, submit receipts with original and two copies to the school official who requested services. Retain one copy for your records.
2. Program manager: Complete Part II and forward the original and one copy to the Division of Controller. Retain one copy. Authorization for any exception to Regulation DJA-RA must be attached.
3. Division of Controller: Forward check and one copy to the consultant.
4. Provide a purchase order for services over \$600 but less than \$7,500.

PART I: TO BE COMPLETED BY THE CONSULTANT

Purchase Order Number _____

Payee _____ Dates of Service: From ____/____/____ To ____/____/____

Address _____ Social Security Number ____-____-____

Street *Apt.*

_____ Federal Tax I.D. Number _____

City *State* *Zip*

NOTE: A 1099 will be issued to the Payee immediately following the end of the calendar year.

COMPLETE AS APPLICABLE AND ATTACH RECEIPTS FOR EXPENSES

Room _____

Transportation _____

Honorarium _____

Per Diem Rate of _____ For _____ Days _____

Other (specify) _____

Total \$ _____ \$ _____
For Accounting Use

_____ / ____/____
Signature, Consultant *Date*

PART II: TO BE COMPLETED BY THE PROGRAM MANAGER

Purpose of Consultant's Visit _____

Comments _____

I certify that the consultant's services were obtained and the reimbursement for expenses are in accordance with Regulation DJA-RA: *Procurement of Equipment, Supplies, and Contractual Services* and Regulation GCA-RA: *Conflict of Interest*.

Budget Account Number _____

_____ / ____/____
Signature, Program Manager *Date*