



Fiscal Services: General Accounting

Special Services Request Form

Persons who are not current employees or student assistants of the University use the Special Services form for one-time services. Businesses or employee/student reimbursements are not to be paid on this form. *** Please allow 7 working days for check processing!!!

How to Complete the Request for Special Services Form

- **Date:** Actual date prepared.
- **Name:** Person check will be made to
- **SSN:** Social Security number of person check will be paid to. (mandatory)
- **Title:** Job description or title (ei. President or Professor)
- **Address:** Address of person check will be made to. (mandatory)
- **Description of Services:** Brief description of services to be performed.
- **Date of Services:** Actual dates service is performed.
- **Time:** Beginning time to ending time. (mainly for hourly services)
- **Total Amount Due:** This is the total you want paid to the person the check will be made to. (\$2500.00 limit)
- **Chartfield Values:** Account, Fund and Department required.
- **Date to be Prepared:** The day you would like the check to be made. (You should allow at least two weeks preparation time.)
- **To be picked up/mailed:** Check the box representing what you want. If the check is to be picked up by a representative please list the persons name who will be picking it up.
- **Requested By:** Person in the department requesting the check.
- **Claimant Signature:** Person the check will be made to must sign the form in ink.
- **Department Approved Signature:** Person in the department who can approve the account being used. (The requester and the approver can not be the same person.)

Forward the completed form to the Accounting Office. A copy will be returned to you when the chartfield has been created or modified.