

Request Form for External Services/Volunteers

This form must be fully completed, with proper approvals, and submitted to the Business Office at least two weeks PRIOR to service being performed. This form should be used for independent contractors, guests, and volunteers, regardless of whether payment will be issued or not.

Name of Individual/Business/LLC:

Email Address:

Date of service to be provided:

Purpose/Description of service to be provided:

Amount/rate of charge:

Budget Funds Available: Yes No N/A

1. Is the service provider an individual, LLC, corporation, or partnership?

Yes No N/A

2. Did the service provider set the price?

3. Did the service provider issue a contract to AU?

4. Is this payment an honorarium to the service provider?

5. Will travel/meal expenses be expected in addition to payment?

6. Will services be provided three or more times in any given fiscal year?

7. Will the service provider spend more than one hour on campus, per service event?

8. Is the service provider set up as a supplier in Workday?

9. Was the service provider a previous AU employee?

10. Was the service provider a previous AU student?

a. If so, please provide any prior legal names used.

11. Is the service provider a current AU employee?

12. Will the service provider perform similar services as a current AU employee?

13. Will the service provider replace a current AU employee?

14. Will the service provider spend unsupervised time with students, without an AU employee present?

a. If yes, please provide additional explanation of the specific interaction that will occur:

15. Will the service provider hold keys to any campus building?

a. If so, please list the building(s) and reason for keys being given:

Additional Questions for Classroom / Learning / Instruction:

16. Are the services being performed essential to the course?

17. Will a regular full or part-time AU faculty member be present?

18. Will the service provider be responsible for grading any assignments?

Please submit completed paperwork to the Business Office at least two weeks before services are provided. This process may require additional vetting through Student Development and/or Human Resources. Individuals may be subject to a background check at the discretion of the Provost/VP Office and Business Office. An agreement and W-9 may also be required. An approval email will be sent from the Business Office when all information has been reviewed. If the service is provided without approval, then no commitment to pay the individual has been created and the requester could be held responsible for payment.

Requestor: (Print Name)
- required for all requests -

Requestor: (Signature) (Date)

Dean/Supervisor Approval: (Print Name)
- approves up to \$3,000.00 -
- if exceeds \$3,000, sign & have
Provost/VP sign, as well -

Dean/Supervisor Approval: (Signature) (Date)

Provost/VP Approval: (Print Name)
- approves \$3,000 or more -

Provost/VP Approval: (Signature) (Date)

For Business Office use only: _____ (Print Name) _____ (Signature)	Payroll	Yes	No
	Date Last Paid:		
	AP W-9 Set up in Workday?	Yes	No
		Yes	No
		_____ (Date)	

For HR use only: _____ (Print Name) _____ (Signature)	_____ (Date)
--	-----------------

For Student Development use only: _____ (Print Name) _____ (Signature)	_____ (Date)
---	-----------------

Please submit completed paperwork to the Business Office at least two weeks before services are provided. This process may require additional vetting through Student Development and/or Human Resources. Individuals may be subject to a background check at the discretion of the Provost/VP Office and Business Office. An agreement and W-9 may also be required. An approval email will be sent from the Business Office when all information has been reviewed. If the service is provided without approval, then no commitment to pay the individual has been created and the requester could be held responsible for payment.