

Bradley University
Consideration for use of Consulting/Contractual Services Form

Prior approval must be obtained before awarding or entering into any contract or agreement for consulting/contractual services to exceed \$5,000. This form is not to be confused with normal procedures for independent contractor forms or any other forms that must be completed once the determination of consulting/contractual services has been made.

Description of proposed services (use attachment or sample contract if necessary):

Estimated Dollar Amount: _____ One-time Re-occurring

If re-occurring, time period of services _____

Source of Funding (acct number) _____

Competitive Bid Award

Possible service providers under consideration (list names/companies, etc.):

1. _____
2. _____
3. _____

Requested by: _____

Approved: _____
Division Head (Dean, Director, etc.)

Approved: _____
VP Business Affairs or Controller

Request response by _____

12/7/07

Date