

College of Education
Request for Approval for Professional Services
(not for use with Consultants)

Professional Services payments are for work completed for the College of Education, not just for rendering an opinion as a consultant. For consultants, please use the Consultant Procurement Package, referenced in Procedure PC2008.

Payee Name:

Payee
Address:

Requested
dates of
service:

From:

To:

Scope of
Work:

Rate of Pay:
(per day/hour)

Total Pay for
Services:

Other
Vendors
Considered:

Justification
for choosing
this vendor:

Conflict of
Interest:

By my signature below, I hereby declare that to the best of my knowledge:

For an Individual: The payee listed above is not an employee of Penn State University nor a member of a Penn State University employee's immediate family nor a current or emeritus member of the University Board of Trustees or a member of their family.

For a Business: None of the owners of the payee listed above, holding a beneficial ownership (10% or greater) is an employee of Penn State University nor a member of a Penn State University employee's immediate family nor a current or emeritus member of the University Board of Trustees or a member of their family.

Signature: _____

Date: _____

Printed Name: _____