



Personal Services Agreement Request

Stevenson Union - Room 312
Southern Oregon University

~ Please Type or Print Legibly, in order to process in a timely manner ~

Date of Request: _____ Requested by: _____

Sponsoring Department: _____ Acctount Code: _____

Event: _____ Event Date: _____

Purpose for Payment: _____

Payment: \$ _____

Make Check Payable to: _____

Social Security Number / Federal ID Number: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

Check to be Mailed

Check to be Picked UP from SU 312

Special Instructions: _____

Authorized by - Club / Organization President

➤ *Once Completed: Submit to the
SU Manager in SU 312*

PLEASE ATTACH ANY CONTRACTS WITH THE PAYEE/CONTRACTOR