Contracted Service	es Form for U	.S. Residents	Request #:		
STERN	Requestor:		Voucher #:		
NORTHWESTERN	Department:		Payee ID:		
	Dept Code:	Request		Check Handling	
		Date:		Mail	
UNIVERSITY	Phone:			Mail with Enclosure	
	Email:			- Hold for Pick Up: □Evanston □Chicago	

This form must be completed each time services are rendered by an individual consultant or independent contractor.

Contractor Information	
Name:	Period of Service From: To:
Address Line 1:	Rate of Pay
Address Line 2:	or Flat Fee:
City, State Zip:	
Additional Description of Services (for sponsored project, also	describe the benefit to the award):

Contractor's Acknowledgement

I understand that payment will not be issued until performance and completion of the contracted services, and that the date of payment cannot be prior to the work completion date. I understand that agreed upon expenses will not be reimbursed unless I complete a Visitor Expense Report and attach original receipts.

I certify I have not been paid as an employee of Northwestern in the current calendar year. I understand that this payment does not include any employment benefits or tax deductions and that the payment of these is my responsibility.

Contractor Signature:_____ Date: _____

University Payment Request

Services start date: _____

Services completion date: _____

Expense Item	Fund	Dept	Project	Act	Program	CF1	Acct	Amount
Services							75010	
Reimbursable Expenses							75015	
Other (description):								
Travel Expenses (from Visitor Expense Report)								
Total Payment								

University Approvals

I approve the payment for services and expenses noted above. The cost was incurred in conformance with the current HR policy on Independent Contractors and Consultants on the Northwestern web site. If charged to a Sponsored Project account, it is understood and agreed that these expenditures are subject to review and audit and if found to be unallowable, they will be transferred to a non-sponsored departmental account. The payment requested includes only the expenses associated with the contracted services, is not in payment of honorarium or for subsistence, and is not in avoidance of immigration restrictions, Affirmative Action requirements, payment of fringe benefits, statutory taxes, fees, insurance premiums or any other applicable statutory employment regulation.

Approver	Name (print)	Signature	Date
Principal Investigator or			
Hiring Representative			
School or Center			