

Rowan University

Personal Service Contract

Pay To: _____

Address: _____
City State Zip

Federal Tax ID or SSN#: _____

Description of Service: _____

Date of Service: _____ / _____ / _____
Month Day Year

Payment Terms (Agreed contract price): \$ _____

Department: Rec Center

Banner Account:

Index #	_____	Fund#	_____	Org#	_____
Acct #	_____	Prog #	_____	Activity #	_____

Signature: _____
Representative, Firm, Group, or Individual

Signature: _____
Rowan University – Individual Responsible for Account

Purchase Order # (if used): _____

USE: To pay individuals or companies for personal services, where there is no formal contract previously in place and invoices are not available as a normal course of business. These forms are not to be used for Temporary Part-time Employees or any other employees!
Send completed form with Miscellaneous Disbursement Voucher or purchase order number to the Accounts Payable Department.