

# 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:** \_\_\_\_\_

**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.