

Requesting Contracts for Sole Proprietors/Field Supervisors

*Please provide the following information when preparing your requisition. Feel free to either complete this document then attach to the requisition **OR** you may copy and paste the following, when completed, as a comment to the requisition.*

Please prepare a contract for the following:

Name of Individual: _____

Address: _____

Phone Number: _____

Email: _____

Scope (*you may use this language and update the underlined text or overwrite this section with your own verbiage*):

Date range of service:

Total Amount Due:

Name of ETAMU Contact:

Phone Number:

Email:

Complete the following if the individual will be contracted as a field supervisor:

Number of teacher candidates being supervised:

\$ Rate per candidate: