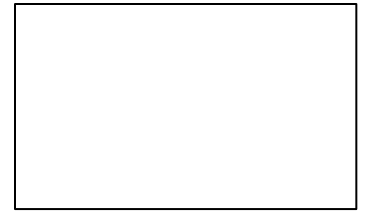


Treasury Approval



Financial office

Office of The
Tufts Community Union Treasury
INDEPENDENT CONTRACTOR FORM

This form is to be used to pay outside vendors for goods and services. **A member of the TCU Treasury must sign this form for pre-approval before any official agreements are made with outside vendors. This form, when submitted for final approval, must be accompanied by an invoice or a complete Tufts University contract signed by the vendor and university.** If there are special instructions from the vendor (i.e. deposit, deadline for payment) please say so at the bottom of this page.

If you are filling out this form prior to receiving services, this form must be accompanied by a Tufts University contract signed prior to the event. This contract, which may be found in the Office of Campus Life, must be signed by the contracted party and the Director of the Office of Campus Life. If you have already received services, this form must be accompanied by an invoice from the vendor.

Organization Name: _____ DeptID: A901_____

Check Payable To: _____

☐ Business ☐ Corporation ☐ Individual ☐ Tufts Student- ID #:_____

Permanent Address: _____

City, State, Zip Code: _____

Primary Phone: (____) _____-_____ Primary E-Mail: _____

Detailed Description of Services Rendered: _____

Amount: _____ Date(s) of Event: _____

☐ Mark here and specify any special transaction instructions (e.g. deposits, hold for pickup, etc.):

Signatory Name (Please Print):_____

Signatory Signature (Please Sign): _____ Date: _____