**INTERNAL SERVICE ORDER FORM BETWEEN UOG AND RCUOG**

Pursuant to the Operating Agreement between UOG and RCUOG, UOG requests RCUOG to provide services as may be required by the Principal Investigator in the administration of the following project:

UOG COLLEGE/UNIT:       UOG DEPARTMENT:

PROJECT NAME: Please enter the full Name of the Project / Project Number

PROJECT PERIOD:       GL ACCOUNT #:

PRINCIPAL INVESTIGATOR:       EMAIL:      PHONE:

GRANT SPONSOR:       GRANT/CONTRACT AMOUNT:

*Attach copy of Grant Award Notice to this form.*

SCOPE OF WORK (Brief explanation that fits in the space below):

NEW PROJECT REQUEST:

The conditions under which a project may be service ordered to RCUOG are listed below. Please specify which conditions may apply to this request and apply an explanation/justification. Use additional sheets as necessary.

Projects involving a private organization with unusual or complex requirements

Projects in which there are unusual procurement problems such as major items of special equipment

Projects in which much of the operation lies outside the Territory of Guam

Projects in which there are human resource issues handled more effectively outside of the UOG personnel system

Projects in which there are a substantial amount of technical operations, computer services, involvement with other RCUOG projects, etc.

Projects in which other special concerns are present that may be better resolved through the services of RCUOG. Please explain:



Project Title:

Requested by:       DATE:       
 Principal Investigator

Approved by:       DATE:       
 Dean/Director

Reviewed by:       DATE:        
 RCUOG Chief Business Officer

      DATE:       
 UOG Assistant Vice President

      DATE:       
 UOG Senior Vice President

Accepted by:       DATE:       
 RCUOG Executive Director