

Faculty One-Time Payment Request Form

RE: Per the Dean's Office, all Music Department Faculty members who perform in a musical event must be paid via a One-Time Faculty Contract. In order to create and process both the contract and its payment, the Music Office will need the following information:

- A) Name and Date of the Musical Event
- B) Name of Person(s) to be paid along with the payment amount
- C) Description of Services provided
- D) Total Service hours (per person)

Complete all fields and sign the form to complete the request. The completed form will be used for contractual and payment documentation purposes.

A) Name and Date of the Musical Event:

B) Name of performer, payment amount and total service hours (no smaller than .25 hrs.).

1) _____	\$ _____	hrs. _____
2) _____	\$ _____	hrs. _____
3) _____	\$ _____	hrs. _____
4) _____	\$ _____	hrs. _____
5) _____	\$ _____	hrs. _____
6) _____	\$ _____	hrs. _____

C) Description of Services provided:

Signature of individual making payment request along with the date of the request:
