

THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL CENTER
AT DALLAS

REQUEST FOR CONSULTANT AND LECTURER

Return Form to: _____ Campus Mail Code: _____ Dept. Req. _____
(PLEASE TYPE OR PRINT)

Check appropriate boxes Consultant Lecture Fee Travel Expense

Payee's Name _____ SSN _____ Date _____

Home Address _____

Payee's Position/Employer _____

Description of Project, Service Required, and Benefits Derived _____

Brief Statement of Consultant's Qualifications _____

Date of Service: From _____ to _____	Number of Days _____	Fee _____	Estimated Travel Exp. _____	Estimated Total Cost _____
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Account Number _____ Grant Number _____

Project Title _____

The undersigned finds a need for (consultation, lecturer) as outlined above on the project shown. It has been determined that a qualified consultant/ lecturer is not available on the staff of this institution. A review of the available qualified consultants/lecturers has been made and the above appears to be the best choice for the project. The number of days is the minimum to meet the project requirements. The rate shown is the above payee's normal charge for the specified services and is considered reasonable in view of his qualifications and the nature of the service to be provided. This service is not in conflict with applicable nepotism rules and regulations. (Regents Rules Part I, Chapter III, Section 5.)*

SIGNATURE OF PROJECT DIRECTOR

I have reviewed the above request and concur in the selection as shown above.

SIGNATURE OF DEPARTMENT CHAIRMAN

APPROVED:

PRESIDENT OR DEAN

*Questions regarding nepotism should be referred to the Personnel Office.

GUIDELINES

1. This form must be completed in its entirety. Refer to Handbook of Operating Procedures chapter 7, section 2.5.5 regarding use of State and Federal funds for payment of consultant and lecture fees. Consultant and lecture fees cannot be paid unless this form is completed and approved prior to receipt of service.
2. Consultations cannot be paid from state appropriations.
3. Lecture fees generally cannot be paid from research grants.
4. Any change in number of days or rates requires a revised request.
5. Distribution: 1, 2 - After appropriate approval is obtained from Dean/President, all copies will be returned to initiating department. When payment is requested attach original to lecture fee voucher and if necessary copy to travel voucher. 3rd - Retained by initiating department.