

Final 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. This form, when submitted for final approval, must be accompanied by an invoice or a Tufts University contract. It must also be accompanied by a W-9 form, which must be sent directly to the Tufts University Financial Division.

A member of the TCU Treasury must sign this form for pre-approval before any official agreements are made with outside vendors.

TCU Organization: _____ Dept ID#: A901_____

Check payable to: _____

Business Corporation Individual Tufts Student ID: _____

Permanent Address: _____

City, State, Zip Code: _____

Phone: (_____) _____ - _____ E-mail: _____

Summary of services rendered: _____

Amount of Check: \$ _____ . _____ Date(s) of event: _____

Payment will be sent directly to the vendor. If you would like your check held for pickup instead, mark here :

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 signed by the vendor.

SIGNATORY NAME (PLEASE PRINT): _____

SIGNATORY SIGNATURE: _____ DATE _____

TCU TREASURY PRE- APPROVAL: _____ DATE: _____