

TEMPORARY EMPLOYEE SERVICES CONTRACT
Request for Temporary Employee(s)

Date: _____

Customer: Stephen F. Austin State University

Department Requesting Service: _____

Departmental Contact Name: _____

SFA Account #: _____

Estimated Encumbrance: \$ _____

Job Title Requesting: _____

Requested Start Date: _____

Number of Days Needed: _____

Anticipated End Date: _____

Who will Employee Report to? _____

What hours will Employee Work? _____

Additional Details about job: _____

Authorized by:

Account Manager Signature: _____

Account Manager Printed Name: _____

Date: _____

INSTRUCTIONS: Fax one copy to Purchasing at 468-4282
Fax one copy to SFA Human Resources at 468-1104

Purchasing will encumber funds.
Human Resources will review and submit the request to the Contractor.