TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Service Contract Agreement

(Employees)

IT IS HEREBY AGREED THAT I, _____, for the period from _____ to _____ , will provide the following services:

_____

_____

_____

_____

It is understood that this contract is for services during the above period and does not represent continuing employment with TAMIU. Contract for services shall not exceed $ _____.

_____	_____	_____
Signature of Employee	**Date**	**UIN #**

If this payment is being made to or on behalf of an international employee, an approval email from the Office of Budget, Payroll and Fiscal Analysis regarding visa authorization must be attached.

_____	_____
Dean/Director	**Date**
_____	_____
Appropriate V.P.	**Date**
_____	_____
Office of Budget, Payroll & Fiscal Analysis	**Date**

Preparer's Name: _____ **Preparer's Extension:** _____ **Paying Account #:** _____ **Department:** _____	**SUBMIT TO:** **Office of Budget, Payroll & Fiscal Analysis** **Killam Library 335** **FOR ASSISTANCE:** **budgetandpayroll@tamiu.edu** **(956)326-2369**	**FOR PAYROLL OFFICE USE ONLY** **Posted:** _____ **Pay Date:** _____

(Revised 9/20/2019)