**Contractor / Consultant Hiring Pre-Approval Form**

*All hiring of external contractors and/or consultants must be pre-approved by the President effective 7/10/25.* Please submit this form and the agreement/contract with a minimum of (5) business days’ notice prior to the start date for the contracted services.

Include the information below before submitting for review and authorized signature.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Contractor / Consultant:** | | |  | | | |
| **Cost of Contractor / Consultant:** | | |  | | | |
| **Funding Source Description (To Pay Contractor / Consultant):** | | | | | | |
|  | | | | | | |
| **ctcLink Budget Chartfield String (for grants and capital projects, include Project and Activity):** | | | | | | |
| **Fund** | **Appropriation** | **Class** | **Department** | **Account** | **Project** | **Activity** |
|  |  |  |  |  |  |  |
| **Describe how skillset/work provided is needed for time-sensitive or legal requirement:** | | | | | | |
|  | | | | | | |
| **Describe how skillset/work provided is not available within current employees:** | | | | | | |
|  | | | | | | |

Jack S. Kahn, PhD, PresidentDate

Upon approval, combine this document, the agreement, the contractor’s completed/signed W-9, the *Contract Signing* Protocol, and the *Employee or Independent Contractor Guide* (if applicable) into one PDF file and send via Adobe Sign to the Vice President of Business & Administrative Services for final review and approval.

**NOTE:** The *Employee or Independent Contractor Guide* is only required if the contractor has listed their Social Security Number on their IRS W-9 tax form.