

EDP Prior Approval Form – Services for Hire

Email this completed form to Nicole Landes at nlandes@austin.utexas.edu a **minimum of 3 weeks prior** to any services/work occurring.

UT and the COE Dean's Office require prior approval for services before any work has begun. Except in very rare circumstances, EDP cannot pay for services without prior approval. See Purchasing Policy at <https://wikis.utexas.edu/x/eQ0UCQ> for more information.

Your Information

Full Name:

Email Address:

Individual or Company To Be Hired

Full Name:

UT EID (if applicable):

Current UT student or employee? Yes No

Have they worked for UT in the past? Yes No

Service Details

Type of Work (e.g. "Video editing", "Guest Lecturer"):

Description of Services / Work to be Performed:

Please be as detailed as possible – certain types of work require additional paperwork or contracts with the University of Texas, e.g. intellectual property agreements.

Service Start Date _____ – Service End Date _____

Account(s) / Fund(s) you will use to pay for services:

Estimated Total Cost: \$ _____

Cost Details (itemized cost breakdown, if applicable):

Additional Notes: