

CONSULTANT SERVICE REQUEST INVOICE

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WASHINGTON UNIVERSITY CONSULTANT SERVICE REQUEST INVOICE

(Use for Charges on Sponsored Projects — 38X, 4X, 5X, 6X, 7X and 8X Funds)

INSTRUCTIONS:

The Principal Investigator (P.I.) should complete and sign Page 1 and obtain the consultant's signature indicating acceptance.

The Consultant should complete and sign the Consultant's Invoice (top of Page 2).

The P.I. must then complete the Requestor's Certification Of Invoice (bottom of Page 2) for payment to be made.

The "Consultant's Invoice" section may be used for partial payment if service is for an extended period. For claiming travel and subsistence expenses attach a copy of this form to the Travel Expense form.

Request Date: _____ Signature of Requestor (P.I.): _____

Department: _____ Printed Name: _____

The Consultant is requested to provide services as specified below:

1. Consultant's name and address _____

2. Consultant's current employer: _____

3. Project (Sponsor's ID and title): _____

4. Estimated performance period: From _____ to _____

5. & 6. Services requested and relevance of services to project.

Detail the services requested (scope of work) and relevance of services to the project. Specify if a written report is required. Special provisions such as ownership of proprietary information should be detailed. Consultation with the Research Office or Grants & Contracts is recommended if special provisions are anticipated. Attach additional sheets as necessary.

7. Fee and unit (per day, per service unit, etc.): \$ _____ / _____

8. Other expenses to be paid (e.g., travel): _____

Consultant's acceptance (signature): _____

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CONSULTANT'S INVOICE

I have provided _____ (units in days, hours, etc. same as #7 above) of the requested consultant services during the period ____ / ____ / ____ to ____ / ____ / _____. I have/have not (strike one) submitted a written report.

Consultant's signature _____

Date _____

Email _____

Phone# _____

Note: For new consultants not already assigned an Accounts Payable number, please complete one of the following forms and submit it to the appropriate Central office:

-W-9 submitted to Accounts Payable for US citizens and green card holders

-W-8 submitted to the Tax Department for foreign individuals

REQUESTOR'S CERTIFICATION OF INVOICE

I hereby certify:

1. The consultant's fee specified in #7 (p. 1) is appropriate considering the qualification and normal charges of the consultant and the nature of the services rendered.
2. The requested services have been performed as indicated on the Consultant's Invoice.
3. The services were essential and could not have reasonably been provided by project staff.
4. The consultant was carefully selected and is well qualified to provide these services.
5. For consultant services rendered payment of \$ _____ is hereby approved (exclude expenses claimed on Travel Expense Report).

Account (s) Chargeable

Amount (s)
(fee only)

Certified and Approved

Signature _____

Name _____