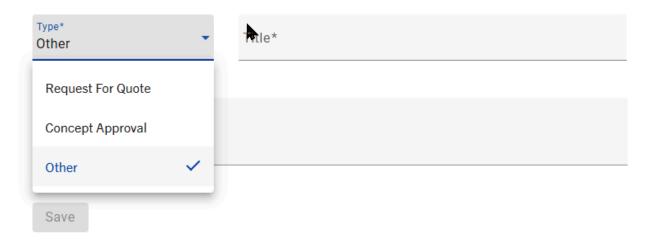


Checklist for HRMS Contracting Out

Please have the following documents in .pdf format before you begin the HRMS Contracting Out Request

In HRMS Contracting Out under "Contract Out Attachments"



☐ Estimate from the Vendor (also known as Request for Quote)

• Must contain a line item for Labor

Correct Wording:

5 cooks 8 hours each cook \$31.15 Grand Total: \$1,246.00

Incorrect Wording:

Labor \$2500



☐ Justification Memo from the Service Department

☐ Event Information

- Date
- Time
- Location
- Department Information

☐ Concept Approval (required)

HUMAN RESOURCES TICKETING SYSTEM



Request completed. Thank you for submitting your request to Central Human Resources. Your requested item RITM0287995 has been completed.

Thank you.











