



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”

Type*
Other

Request For Quote

Concept Approval

Other ✓

Save

- 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.



E Employee Success,
Well-being & Retention



T Technology
Enhancements



H Human Capital
Investment &
Succession Planning



O Operational Agility and
Business Continuity



S Service, Stability,
Sustainability