

# The UNIVERSITY of OKLAHOMA

## Research Financial Services

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### INTERNAL CONSULTANT / EXTRA SERVICE PAY FORM

The work performed must be:

- Across departmental lines (internal consulting only),
- Outside the scope of the employee's regular appointment,
- Short term in nature, and
- Provided for in the sponsored agreement budget as additional pay, or approved in writing by the sponsoring agency.

Chartfield Spread:

FUND	ORG	FUNCTION	ENTITY	SOURCE	PURPOSE	PROJECT
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By signing below, all parties certify and attest that the scope of work to be completed as outlined below is over and above, and does not conflict with, the normal work duties as assigned by the faculty/staff's department and college.

Scope of work to be completed:

Explain how this work is over and above your normal work duties:

Payment amount:

\*Period of performance: from:

to:

Faculty/Staff Signature

Department Chair Signature

College Dean Signature

RFS Director/AVP Signature

\*If the agreement under which these services are being provided terminates, the services will no longer be required or paid for.

**Please collect all non-RFS signatures and then attach this form to the ePAF in PeopleSoft HR.**