



## Request for Contract Personnel

This form must be filled out and completed with as much information as you can provide in order to arrange any staff support contractor assistance. Staff support contractors include: clerical/filing/copying, secretarial, data technician, accounting functions, computer operators, programmers and general labor.

<b>Job Title:</b>	<b>Name:</b>	
<b>Job Description:</b>	<b>Special Skills Needed:</b>	
<b>Length of Assignment:</b>	<b>Start Date:</b>	<b>Time Schedule:</b>
<b>Work Supervisor:</b>	<b>Appropriate Work Attire:</b>	
<b>Department:</b>	<b>Safety Equipment Needed:</b>	
<b>Pay Rate:</b>		
<b>PO #</b>		
<b>Requested By:</b>	<b>Ext.</b>	
<b>Dean Approval:</b>	<b>Date:</b>	
<b>HR Approval:</b>	<b>Date:</b>	
<b>TO BE FILLED IN BY MANPOWER</b>		
<b>Position filled by:</b>		
<b>Classification:</b>		
<b>Billing Rate:</b>		
<b>Reviewed by:</b>	<b>Date:</b>	

**RETURN TO: Manpower 4000 Garth Road #150 Baytown, TX 77521  
Ph) 281-422-3882 Fx) 281-427-9563**