

Temporary Employment Agency Request Form

All requests to hire a temporary from a Temporary Employment Agency must have the approval of the individual responsible for your functional area or division.

PRIOR to making a request, you will need to complete this Temporary Request form and secure the signature of the next level supervisor as well as your functional area supervisor (see list above). *Also, a purchase requisition or blanket purchase order need to be completed in order for the temp to be paid.*

***** Complete a Purchase requisition or blanket purchase order *****

When do you need this person to start? _____

What will be the scheduled work hours? _____

To whom and where should the individual report? _____

What is the end date for this appointment? _____

What cost center should be used? _____

Please list all the required skills for this position _____

_____	_____
_____	_____
_____	_____

_____ Supervisor Signature	_____ Date
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_____ Next Level Supervisor Signature (if needed)	_____ Date
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_____ Next Level Supervisor Signature (if needed)	_____ Date
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Please print out and complete then send this request with the appropriate signature(s) to Diana Ormandy, FOC 32. Please make sure that the purchase requisition or blanket purchase order number has been forwarded to Diana when you receive that information.