

## Request for Services Departmental Approval form

Your signature acknowledges that:

- 1) the proposed provider has not been employed by your department in a policymaking position in the same general subject area within the last twelve (12) months; this includes retirement, dismissal, separation or former employment;
- 2) the proposed provider was not engaged in any part of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this service while employed in any capacity in any university department during the two year period beginning on the date the person left university employment;
- 3) the provider was not involved in a prior business contract with the University of California that required, suggested, or recommended the services described in this contract.

Any officer or employee of the University of California who corruptly performs any official act to the injury of the university under the provisions outlined in 1-3 above may be guilty of a felony.

Requested by (print name)		email	
Title	Department	Date	
Service provider name (if applicable)	Contract number (if known)		
Authorized by (print name)		Signature	
Title	Department	Date	

This form can be sent to the Contracts and Property Office via campus mail (mail code 2090) or faxed to 893-8521.