



Job Order Form

Contact Information

Placed by: _____ Date: _____
First Last

Title: _____ Email Address: _____ Phone: _____

Procurement Approval: _____
Sign / Date

Position Details

Position: _____ Department: _____

Cost Center: _____

Location of Work Site: _____

Special Parking Instructions: _____ Dress Code: _____

If different than above contact information

Supervisor/ Reports to: _____ Ph: _____ Email: _____

Time Approver: _____ Ph: _____ Email: _____

Length of Assignment: _____ START DATE: _____ END DATE: _____ PAY RATE: _____ BILL RATE: _____

What is the reason this position has been created?

What is the job description or responsibilities for this position? If preferred, you may attach job description.

Are there any additional details or special requests for this position? If position is filled, please specify temporary employee details here.

1. Department completes the Temporary Staffing Agency Job Order Form.
2. The department then completes a Purchase Requisition, attaches the approved Job Order Form and submits the Requisition into PS workflow for signatures, per established Purchasing procedures.
4. Procurement Department verifies all required documentation has been received and approves or denies the request.
 - If denied, the originating department is required to make necessary corrections and resubmit the request.
5. Upon approval, Procurement will assign a purchase-order number and will contact the Temporary Staffing Agency with the request.
6. Procurement finalizes the Purchase Order and emails a copy to the department's business coordinator, the Requisitioner, and any additional staff members as requested by the department.
7. Once department receives the finalized Purchase Order from Procurement, the department is responsible for contacting the Temporary Staffing Agency for scheduling.