



EXTERNAL CONSULTING SUMMARY

Purpose: This form is used to report to a budget executive the level and amount of private outside consulting by faculty and staff in each department.

Instructions: This form is to be completed and signed by the budget administrator and submitted to the budget executive by June 1 of each year. See Consulting Summary Reports on GURU for further details.

Department _____

For the Period _____ To _____

Budget Administrator _____

Date Prepared _____

Employee (By Title)	Name or Type of Organization <u>and</u> Type (level) of Consulting Activity	Contract Period (in weeks)	Days away from University Job

I certify that I am satisfied that all consulting services summarized above are in the best interests of the University, do not interfere with the employee's prime obligation, is of a professional nature, and enhances the individual's professional status or academic proficiencies. These services comply with University Policies HR42, HR80, HR91, and IP06.

Budget Administrator Date