

How Do I Buy or Handle...

Temporary Employment Services

Current Contract Vendor(s)

Please refer to [VT Contracts](#) and search using the keywords “temporary employment” to view a list of contracts vendors.

Description of Purchase Process

Temporary employment service contracts were established for use by all university departments. Each contractor offers various position titles. The number of job titles offered and hourly billing rates vary between companies, depending on their specialty.

We recommend that you contact the firms under contract directly to determine if they offer the position needed and have resources available. If the position and resources are available, arrange with the firm for the temporary employment services, and ask that invoices be sent directly to you. Upon receipt of the invoice, process a purchase requisition using the “non-catalog” form for payment processing.

For more information contact:

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