
**Personal Services Reporting
Under the Plan-Confirmation System**

ACKNOWLEDGEMENT FORM

_____ I have received the Plan-Confirmation Booklet, have read it, and have a complete understanding of my responsibilities for personal services reporting under the Plan Confirmation System.

OR

_____ I would like to attend a presentation of the Plan-Confirmation Booklet in order that I may gain a more complete understanding of my responsibilities for personal services reporting under the Plan Confirmation System.

Employee's Name: _____
Please Print or Type

Employee Identification #
Or GTID # _____

School/Department: _____
Please Print or Type

Employee's Signature: _____

Date: _____

**RETURN TO GRANTS AND CONTRACTS ACCOUNTING OFFICE, MAIL CODE 0259,
WITHIN THIRTY (30) DAYS AFTER RECEIPT OF YOUR PLAN CONFIRMATION
SYSTEM BOOKLET**