

Dual Service Memo

Date: _____

To: Mary Cross, Vice President of Finance and Administrative Services

From: _____

Re: **Dual Service Agreement**

Please initiate a joint service agreement between Nashville State Community College and:

State Agency Address:

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Supervisor: _____

For the services of: _____

Social Security Number: _____

Services to be performed: _____

Dates of Service: From: _____ To: _____

Payroll Account: _____

Fringe Benefit Account: _____

Personnel Position Number: _____

Object Code of Charge: 74490

Retirement System: :TCRS :ORP :Other _____

Appointment: _____

Semester: _____ Acct: _____ Pos: _____

Department Head _____
Date

Division Head _____
Date

Vice President of Academic Affairs _____
Date
