

## Personal Service Contracts:

The Purchasing Division is offering specialized training sessions for those employees that manage Personal Service Contracts for their areas. For more information or to sign up for classes please see the Human Resources training website through the Employee Self Service (<https://myuk.uky.edu/irj/portal>) or call the Purchasing Division at 257-5471. This class is open to any UK employee although class sizes are limited.

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During this workshop we will study personal service contracts; by the end of the session participants will be able to:

- understand the policy governing personal service contracts
- recognize various types, dollar threshold amounts and requirements of personal service contracts and the proper use of each
- distinguish services that require personal service contracts
- properly complete forms and acquire needed signatures
- find website links for forms, helpful hints and additional information on personal service contracts