**DMS Tenant Broker Contract (DMS 22/23-007) Appendix 3:**

**Credit Hour Direct Order Request & Approval Form**

The Tenant Brokers and the Eligible Users shall use this form to define and confirm the scope of work/ services; propose the approach and work products to be delivered, as well as the credit hours that will be used to provide them; and provide authorization to provide the requested work or services.

If additional space is required to provide necessary detail and specificity within sections A or B below, other documents may be included within these section by explicit reference therein.

|  |  |
| --- | --- |
| **Requested Service** |  |
| **A.** **Summary of Desired Work Product(S) / Service(S)** |  |
| ***Eligible User Information*** | [Name Position/Title Agency] |  |
| ***Short Descriptive Title for Work*** |  |  |
| ***Scope of Work*** | [Brief overview of services being requested] |  |
| ***Specific Milestones or Deliverables*** |  |  |
| ***Period of Performance*** |  |  |
|  |  |
| **B.** **Tenant Broker Proposal to Accomplish Work** |  |
| ***Proposed Work Breakdown*** |  |  |
| ***Proposed Credit Hours*** |  |  |
| ***Allocated*** |  |  |
| ***Proposed Timeline*** |  |  |
| ***Tenant Broker Information*** | [Name and Position/Title Company] |  |
|  |  |
| **C.** **Agency Authorization to Proceed** |  |
| ***Approved to Proceed*** | [ ]  Yes | [x]  No |  |
| ***Date*** |  |  |
| ***Approver’s Name & Signature*** |  |  |
|  |  |
| **D.** **DMS Acceptance & Authorization to Proceed** |  |
| ***Approved to Proceed*** | [ ]  Yes | [ ]  No |  |
|  |
| ***Date*** |  |  |
| ***Approver’s Name & Signature*** |  |  |