



This is to certify that the contractual services required by Purchase Order _____ and the corresponding Contract for Personal Professional Services have been satisfactorily performed and that appropriate written evidence of the performed services is on file. Payment of \$_____ to _____ should therefore be made in accordance with the terms and conditions of the contract.

Payment address where check will be mailed (required): _____

Contractor's Signature

Date

SF Budget Authority Signature

Date

A signed Contract for Personal Professional Services must be on file and a purchase order created before any services are performed. This form is not to be used for travel purposes.