



CENTER ADMINISTRATION

Post Office Box 775  
Cambridge, MD 21613-0075  
(410) 228-9250  
Fax: (410) 228-3843  
<http://www.umces.edu>

## *Contract Appointment Renewal*

---

Date: \_\_\_\_\_

TO: Suzanne L. Crawford  
HR Coordinator  
UMCES-Office of Human Resources  
P.O. Box 775  
Cambridge, MD 21613

The below listed contractual employee's contract is being renewed/continued and they wish to continue their State Group Health Insurance on a contractual basis.

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Contract Renewal Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of UMCES site

\_\_\_\_\_  
UMCES site

\_\_\_\_\_  
Phone Number

Cc: Direct Pay Unit  
State of Maryland  
Dept. of Budget and Management

---

Please fax this form to: 410-333-7122

UMCES Agency

APPALACHIAN LABORATORY

CHESAPEAKE BIOLOGICAL LABORATORY

HORN POINT LABORATORY

Code:360234