CONTRACTUAL SERVICES DECISION TREE

CHOOSING A DV OR REQ/PO

Does the service involve a speaker, honoraria, performer, entertainer, trainer, or workshop?

Yes

Process on a DV with Speaker/Honoraria/Performer Checklist attached.

There is no dollar limit for these types of services.

No

Are the services being provided by a company or an individual?

Company

Will the total for services exceed $10,000?

Yes

Req/PO

Requires RFx or single source. Insurance will apply if labor is involved.

No

Individual

Will the services require reoccurring payments?

Yes

Is it a PSC-restricted service?

(Facility-related services, labor, printing, routine services such as scientific testing, marketing, graphic design, web design, IT consulting, subscriptions/license fees.)

No

Will the total for services exceed $15,000?

Yes

Complete the PSC and attach to Req/PO.

Single source document required.

No

Req/PO (No PSC)

May require RFx or single source. Insurance may apply if labor is involved.

Req/PO (If services are provided by individual, complete PSC)

DV

Is the total for services greater than $2,500?

Yes

Req/PO

(If services are provided by individual, complete PSC)

No

Will the total for services exceed $15,000?

Yes

Complete the PSC and attach to Req/PO.

Single source document required.

No

Complete the PSC and attach to Req/PO.

NOTES

Catering, legal services, subcontracts, and advertising are paid on DVs—no dollar limit.

IT and software-related services should always be paid on a purchase order.