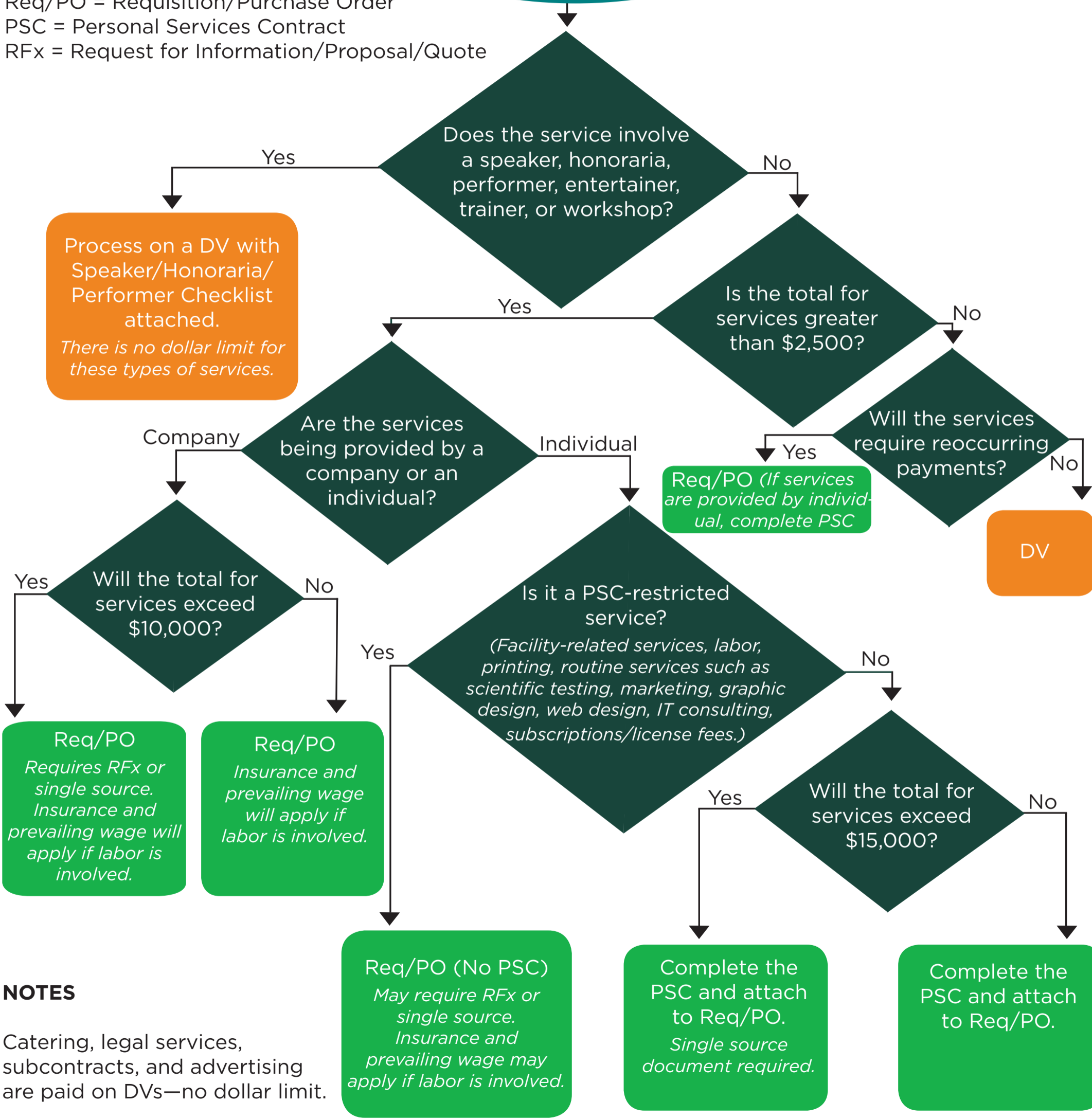


**CONTRACTUAL SERVICES
DECISION TREE**
CHOOSING A DV OR REQ/PO

LEGEND

DV = Disbursement Voucher
 Req/PO = Requisition/Purchase Order
 PSC = Personal Services Contract
 RFx = Request for Information/Proposal/Quote



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.