

Effective 9/5/17

LEGEND

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

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



NOTES

C (Catering) A (Legal) Q (Subcont.) G (Advert.)

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.