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

Yes ➔ Will the services require reoccurring payments?

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

No ➔ Req/PO (If services are provided by company, complete PSC)

No ➔ Individual

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

Company ➔ Will the total for services exceed $25,000?

Yes ➔ Req/PO (Requires RFx or single source. Insurance will apply if labor is involved.)

No ➔ Req/PO (No PSC) May require RFx or single source. Insurance may apply if labor is involved.

Individual ➔ Will the total for services exceed $25,000?

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.