

Purchasing and Payment Guidelines

Type of Product/Service (not all inclusive)	Notes	Check Request	Purchase Order
Airline Reservation		X	
Beepers		X	
Building Rental for Seminar		X	
Cell Phone		X	
Conference/Seminar Registration		X	X if needed
Consultants/Professional Services	A	X if small	X if large
Copier Rental			X
Hotel Reservation		X	
Magazine Subscription		X	
Portable Building Rental		X	X if monthly
Professional Memberships		X	
Refreshments/Hospitality Items		X	X if needed
Repairs		X	
Service/Maintenance Agreement			X
Travel (meals per diem, vehicle rental, etc.)	B		

Legend:

X - denotes that procurement and/or payment should be through the designated process.

Notes:

A - If the services provided will be less that \$10,000, then competitive selection is encouraged but not required. If the services provided are more than \$10,000, then competitive selection via quotes in conjunction with the Purchasing Department is required.

B - Use LPSS Travel Form along with the Expense Diary.