

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	X if needed
Copier Lease			X
Hotel Reservation		X	
Magazine Subscription		X	
Portable Building Lease			X
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 than \$15,000, then competitive selection is encouraged but not required. If the services provided are more than \$15,000, then Board pre-approval is required and the Board President must sign contract.

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