

Vendor Requisitions Goods & Services Category, Order Type and required Attachment(s)

➤ Supplies and *off-site* services

Goods & Services Category	Order Type	Attachments Tab
Standard Req	1. PO w/o Receiving 2. Direct Payment	1. Not required; a quote is preferred 2. Invoice

➤ Technology

Goods & Services Category	Order Type	Attachments Tab
Technology	1. PO w/o Receiving 2. Direct Payment	1. Not required; a quote preferred 2. Invoice

*For the most part technology items are purchased by IT. Programs purchasing software, software licenses or other technology related items should use the Technology Goods and Services Category

➤ Independent Contracts

A) Requisition for *on-site* services-Contracts **routed via Agreement Contract MOU Route sheet**

Goods & Services Category	Order Type	Attachments Tab
Standard Req	PO w/o Receiving	1. Completed Route Sheet 2. Signed Contract *Possibly SCOE's Independent Contract Agreement and/or Certificate of Liability if contract did not address liability

*Form W-9 should be sent to Business Services

B) Requisition for *on-site* services-Contracts **not routed via Agreement Contract MOU Route sheet**

Goods & Services Category	Order Type	Attachments Tab
Independent Contractor	PO w/o Receiving	1. Independent Contract Agreement 2. Certificate of Liability Insurance

*Form W-9 should be sent to Business Services

➤ Personnel Services Agreement

PSA Requisitions must be entered in the PSA Requisition Department

Goods & Services Category	Order Type	Attachments Tab
Personnel Svcs Agreement	Direct Payment	Personnel Services Agreement Form

Vendor Requisitions

Order Type field, Goods and Services Category field and required attachments

- The selected **Order Type** determines if a purchase order will be generated

Two order types:

1. PO w/o Receiving - PO is generated
2. Direct Payment - PO is not generated

- The selected **Goods and Services Category** determines the requisition approval path **and** is a determining factor of attachments that should be included on the attachments tab of the requisition

Four Goods and Services Categories:

1. Standard Req
2. Technology
3. Independent Contractor
4. Personnel Svcs Agreement (PSA Requisition Department only)