

Effective 9/5/17

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

**LEGEND**

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



**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.