

GUIDELINES & SPEND CATEGORIES FOR PROFESSIONAL, SPECIALTY & CONSULTING SERVICES (PSC)

DOLLAR AMOUNT	≤\$2,000	\$2,001 - \$74,999	NOTE: >\$74,000
REQUIRED FORMS	Requisition PUR-CR *PUR-SS	Requisition PUR-CR PUR-SS	<p><u>Consulting Services</u> cannot exceed \$74,999 within a 12-month period without being awarded through the competitive Request for Quote and Qualifications (RFQQ) process. The RFQQ process takes approximately 14 weeks. Please contact Procurement Services if you anticipate a need for such services.</p> <p>Professional & Specialty Services can exceed this limit without a requirement for an RFQQ.</p>
TYPICAL PROCESSING TIME	5 working days	5 weeks	
<p>Note: Actual processing time is contingent upon Contractor's prompt return of signed contract to Procurement Services.</p>			

*PUR-SS required for photography services under ≤\$2,000

PSC Spend Categories

Professional Services:	SC0076 – Accounting & Auditing SC0316 – Architect SC0078 – Engineer SC0319 – Landscape Architect SC0079 – Legal SC0081 – Medical (Doctor, Dentist, Psychologist, Certified Advanced Practice Nurse) SC0302 – Veterinary Services
Specialty Services:	SC0301 – Artist SC0317 – Entertainers SC0320 – Musician SC0301 – Other Specialty Services (Manuscript Evaluations, Management, Transcriptionist, Public Relations, Data Processing, Website Design, Analysis Services) SC0322 – Photographers SC0323 – Sculptors SC0090 – Speaker Fee SC0324 – Writers
Subawards	SC0084 – Subrecipient Payments – Grants and Contracts
Consulting Services:	SC0083 – Consulting