

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

DOLLAR AMOUNT	≤\$5,000	\$5,001 - \$149,999	>\$150,000
REQUIRED FORMS	Requisition PUR-CR PUR-SS*	Requisition PUR-CR PUR-SS	<u>Consulting Services</u> cannot exceed \$149,999 within a 12-month period without being awarded through the competitive Request for Proposals (RFP) process. The RFP process takes approximately 6 months. Please contact Procurement if you anticipate a need for such services. Professional & Specialty Services can exceed this limit without a requirement for an RFP.
TYPICAL PROCESSING TIME Note: Actual processing time is contingent upon Contractor's prompt return of signed contract to Procurement.	5 working days	5 weeks	

**PUR-SS required for all photography services regardless of the dollar amount.*

PSC Spend Categories

SERVICE TYPE	SPEND CATEGORY
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 Services