Important to note:

- **For technology** purchases, complete the [IT Purchase Request Form](#) and consult with the IT Director, who will research the item(s) on your behalf. Once research is complete, the request will be routed to your Fiscal Officer and Department Head/Director for approval.
- If work is completed by a **current State of Connecticut employee, relative of a UConn employee,** or by someone who has left state payroll **within one year,** payment must be processed through a Special Payroll Authorization.
- If the service is **greater than $1,000 AND** being fulfilled by an **out-of-state vendor or performing entity,** the vendor may be subject to an **A&E Tax Deduction.** If applicable, 6.99% will be deducted from the total payment for tax.
- **Printing requests** outside of Document Production require 3 quotes (always paid on a PO), regardless of value.

Requester must submit [SFA Purchase Request Form](#) to the Financial Services Office (FSO) before any purchases are processed. The Purchase Request Form will need to be reviewed and approved by a Fiscal Officer and Department Head/Director (if applicable).

**Is the purchase $4,999.00 or less?**

- **YES**
  - **Is the purchase for Professional Services?**
    - **YES**
      - Purchase can be made via ProCard or invoice (DV).
      - Be aware of the University mandated, restricted and approved purchases for ProCard.
      - Restricted purchases cannot be made via ProCard under any circumstance!
    - **NO**
      - The purchase cannot be made via ProCard.
      - If the services are under $2,000 they can be paid via invoice (DV), otherwise they must be processed by a PO or PSA.
      - The FSC will determine which method is appropriate for your purchase.

  - **NO**
    - The purchase will be made via PO, PSA, or Special Payroll Authorization Request.
    - The FSC will determine which method is appropriate for your purchase.

**Lead Times Required by SFA Financial Services Center**

- **Special Payroll Authorizations:** 6-8 weeks (stipulated by HR)
- **Personal Service Agreements (PSAs):** 30-90 days, dependent upon value
- **Disbursement Vouchers (DVs):** 2-3 days (if vendor is in the KFS system)
- **Purchase Orders (POs):** 2 weeks
- **Procurement Card (ProCard) Orders:** 2-3 days