Important to note:

- For **technology** purchases, please click on the IT Equipment/Software Licenses box within the Preapproval Request Form in HuskyBuy, 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 Department Head/Director for approval, before being forwarded to the Financial Services Office.

- 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 a **SFA Purchase Request Form** in HuskyBuy to initiate any purchase to be processed by the Financial Services Office (FSO).

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**Is the purchase for Professional Services?**

- **NO**
  - Purchase can be made via ProCard or Invoice (DV if under $2,500).
  - Be aware of the University mandated, restricted and approved purchases for ProCard.
  - Restricted purchases cannot be made via ProCard under any circumstance!

- **YES**
  - The purchase cannot be made via ProCard.
  - If the services are under $2,500 typically they can be paid via DV by means of an invoice/invitation letter, otherwise they must be processed by a PO or PSA.
  - The FSO will determine which method is appropriate

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

- **YES**
  - The purchase will be made via PO, PSA, or Special Payroll Authorization Request.
  - The FSO will determine which method is appropriate for your purchase

- **NO**
  - Purchase can be made via ProCard or Invoice (DV if under $2,500).
  - Be aware of the University mandated, restricted and approved purchases for ProCard.
  - Restricted purchases cannot be made via ProCard under any circumstance!

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

- **Disbursement Vouchers (DVs):** up to 5 days, dependent on if supplier is in the HuskyBuy system
- **Purchase Orders (POs):** 2-3 weeks, dependent on value, scope (e.g., no agreement involved) and/or if supplier is in the HuskyBuy system. Catalog purchases in HuskyBuy under $5,000.00 are immediate upon all required workflow approvals in the system
- **Procurement Card (ProCard) Orders:** 2-3 days for all allowable charges and dependent on tax exemption status
- **Special Payroll Authorizations:** 6-8 weeks
- **Personal Service Agreements (PSAs):** 30-90 days, dependent upon value