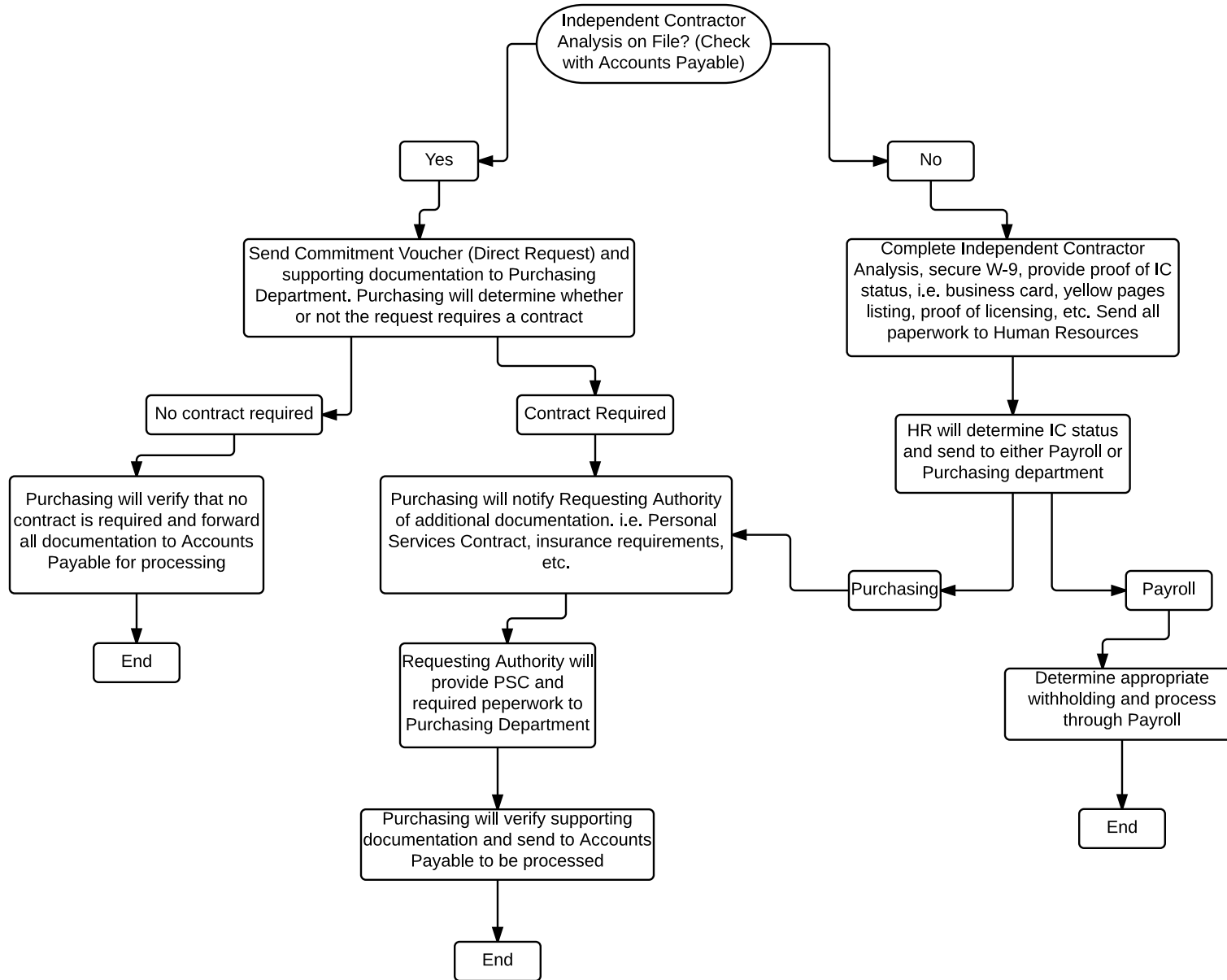


# Individual Services under \$5,000



**Notes:** If a Personal Services Contract is required by the Purchasing Department, the department will notify requesting authority. The Purchasing Department will attach reference documentation and the Personal Services Contract to be filled out by the requesting authority, as well as any supporting documentation required by the Purchasing Department such as a liability waiver, insurance limits, etc.

**Exemptions from this policy:** Athletic game officials, Student Life related activities approved by Student Life designee