

## WHAT'S NEEDED FOR CONTRACTS UP TO \$2,000

WHAT'S NEEDED	PERSONAL SERVICE	PROFESSIONAL SERVICE	CONSULTING SERVICE	SOCIAL SERVICE
Banner Purchase Requisition	YES	YES	YES	YES
<a href="#">Contract Form</a> (Scan Only)	YES	YES	YES	YES
<a href="#">Individual Questionnaire Form</a> (Scan Only) (All contract with individuals or partnerships)	YES	YES	YES	YES
<a href="#">Accounts Payable Voucher</a> (Forward to Accounts Payable Department)	YES	YES	YES	YES

**NOTE:** No actual documents should be sent to the Purchasing Department on contracts up to \$2,000. Scanned attachments are sufficient.