

# Quick Reference Guide: Smart Form Request Types

Non-Catalog Order by Amount <i>Used for services, construction, and blanket orders</i>		
Purchase	Required	Recommended Documentation (as applicable)
<b>Any order</b>	Supplier quote	N/A
<b>Blanket Order</b>	Start and end dates (maximum of one year)	Current/expiring PO
<b>Construction, Furniture &amp; Facilities</b>	Start and end dates	Project ID number, Reference number, Indicate any owner-purchased materials order
<b>Service/Maintenance</b>	Start and end dates	Current/expiring PO, Manufacturer, model and/or product, serial number
<b>Professional Services</b>	Location of services, Type of service provider, attachments per table below**	<i>Please see table below**</i>

Non-Catalog Order by Quantity <i>Used for goods, non-capital and capital equipment, and leases</i>		
Purchase	Required Documentation	Recommended Documentation (as applicable)
<b>Any order</b>	Quantity, unit of measure, price per unit	Supplier quote, Agreement number
<b>Capital Equipment</b>	Supplier quote, expected delivery date	Acceptance test plan
<b>Leases</b>	Start date, End date, Lease number, Schedule number, Lease documents	Current/expiring PO, manufacturer, Model/product, Installation address

Non-PO Payment Request (NPO) <i>Used for payment requests (formerly check requests)</i>		
Purchase	Required	Recommended Documentation (as applicable)
<b>Non-PO Payment Request</b>	Select NPO Supplier Site <i>(note: no PO or other communication will be dispatched to supplier)</i>	Invoice number, payment description, payment type, payment distribution (for checks)

Subcontract <i>Used by OGCA for federal sub-contracts</i>		
Purchase	Required	Recommended Documentation (as applicable)
<b>Subcontract</b>	Start and end dates, Sub-contract number	N/A

## \*\*Professional Services – Additional Attachments

<a href="#">VU Professional Services Agreement (PSA)</a> or Supplier's Contract	For any new professional service engagement (i.e., not covered by an existing agreement), a contract is: Required if \$5,000 or more; and Recommended if less than \$5,000.
<a href="#">PSA Schedule "A"</a> or Statement of Work (SOW)	Required for all professional services requisitions
<a href="#">Conflict of Interest Statement</a>	Required whenever the VU PSA is not used
<a href="#">Location of Services Statement</a>	Required whenever any portion of the services are being performed outside the United States
<a href="#">IRS 20-Rule Checklist</a>	Required whenever the contractor is an individual or sole proprietor
VU Protection of Minors Addendum <i>(contact Purchasing Services if applicable)</i>	Required contract addendum when the contractor's work requires interaction with minors (children under 18 years old)