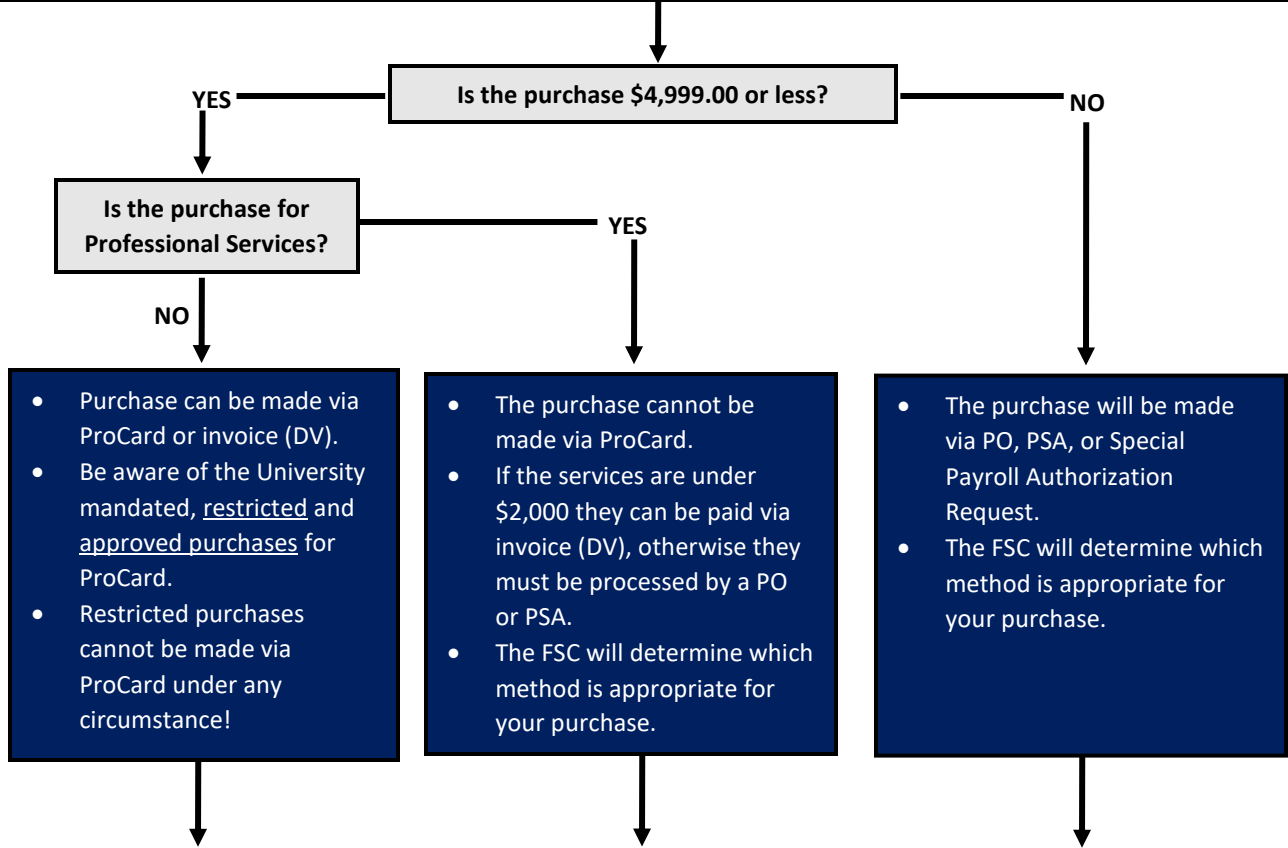


**Important to note:**

- ✓ 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).



**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