

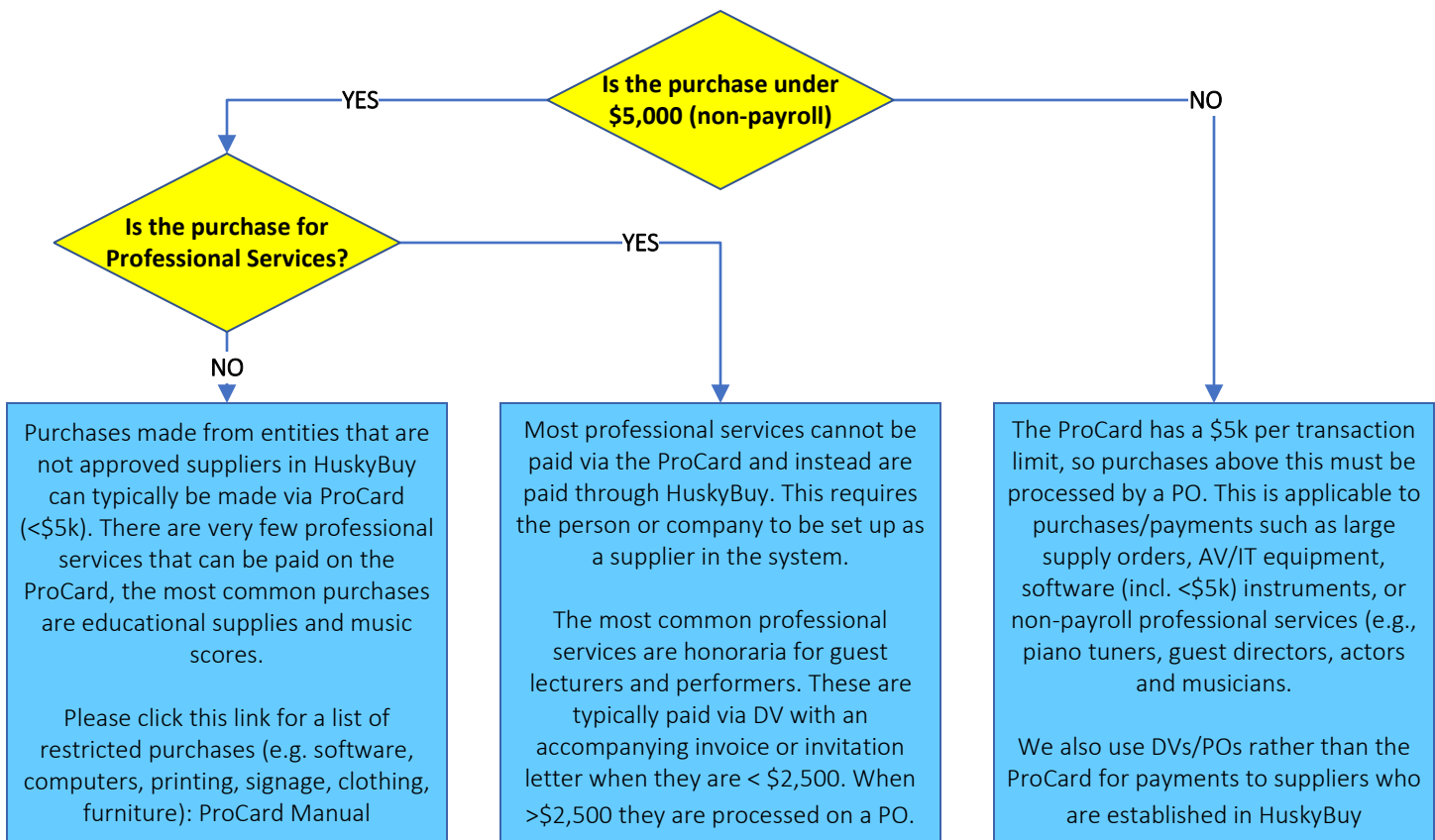
## Definitions and Lead Times

**Disbursement Voucher (DV):** A payment mechanism via check/wire (international payments only) <\$2,500 (or cumulatively for the year if multiple payments) for goods/services. Lead-time is up to 5 days, dependent on the supplier being approved in HuskyBuy. Payment for services will be issued after the work has been completed. This is most commonly used for honoraria, concert performers or minor purchases when suppliers do not accept credit cards.

**Purchase Order (PO):** This is a legal offer to buy products or services issued by Procurement Services. This is required when payment cannot be made via the ProCard or DV. Lead time is 2-3 weeks, dependent on value, scope (e.g., no agreement involved) and the supplier being approved in HuskyBuy. **All POs must be established prior to sale/services being provided.** Most purchases with contractual language, contracts, copyrights, or when signatures are required need to be processed on a PO, regardless of value and will require additional approvals that will extend the lead-times and may delay the payment process (typically adds >1 month). This is most commonly used for purchases/payments >\$2,500 or from University contracted vendors.

**Procurement Card (ProCard):** Low dollar transactions for allowable expenses through suppliers not established in HuskyBuy. Lead-time is 2-3 days and dependent on ability to obtain tax exempt status. Purchases from suppliers in HuskyBuy should be requested with accompanying quote vs a link so that a DV/PO can be issued. ProCards are commonly used for basic supplies, books, subscriptions, advertising, music scores, or certain equipment. Software generally is no longer allowed on the ProCard.

**Personal Service Agreement (PSA):** PSAs are legal documents when contractual language or complex terms/conditions are required. Lead time is 30-90 days, dependent upon value.



### Important notes:

- For technology purchases, please consult with the IT Director in order to perform a needs assessment and find the best value from the University's contracted resellers. When completing the Purchase Preapproval Request (PPR) form in HuskyBuy, select the 'IT Equipment/Software Licenses', include a quote and/or link to the item(s), and the relevant supplier information.
- If engaging a **current State of Connecticut employee/their immediate family member**, or someone who has **left state payroll within the prior 365 days**, payment typically cannot be made in HuskyBuy and when allowable may have to be processed through Special Payroll
- SFA members are not authorized to sign on behalf of the University – **please do not sign quotes/contracts or agreements.**
- If the service is **greater than \$1,000 AND** being fulfilled by an **out-of-state vendor or performing entity**, the supplier may be subject to an A&E Tax Deduction.