

## **Business Contract- Purchase Order Determination Tip Sheet**

**Once a Procurement Action is decided, you will need to determine how to procure the good or service. Business Services includes two departments that will assist you with your order, Purchasing or Contracts and Property. General definitions are listed below:**

**Business Contract** – generally professional services or facility use agreements

**Purchase Order** - generally goods and maintenance types of service

Examples (not an exhaustive list):

### **Business Contract**

- Software License Agreement
- Confidentiality Agreement
- Speaker Agreement
- Personal Services Agreement
- Independent Consultant Agreement
- Easements
- Use Permit
- Photography Permit
- Ground Lease
- Building Lease
- Catering Agreement
- Hotel-Restaurant Group Reservation/
- Banquet Agreement
- Storage Agreement
- Web Designers

### **Purchase Order or Low Value Order**

- Appliances
- Copiers
- Cell Phones
- Charters (Buses, Planes, Boats)
- Clothing
- Computers
- Fabricated Goods
- Furniture
- Gases
- Janitorial goods
- Lab Equipment
- Metals
- Office Supplies
- Paper
- Printing
- Restricted Commodities
- Tools
- Water