For more information please see Section 2 of the CCAS Staff Manual and Resource Guide.

Notes:
1. Individuals or LLCs must have a Worker Classification Form (WCF) completed by the hiring Dept/Div UNLESS exempted.
2. Obtaining the required approvals may take some time, so considering this when scheduling the services. For more information: https://hr.gwu.edu/international‐hires‐and‐placements.
3. **Prohibited P‐Card Purchases**: https://procurement.gwu.edu/cardholder‐responsibilities. Some purchases such as gift cards and flowers may be purchased via Pcard with prior approval. If unsure, check with your FD.
4. Purchase refers to a Single Transaction which may consist of one or many items. Splitting a larger order into multiple transactions to keep transactions under $3.5K is prohibited.
5. Supplier Selection Memo needs to justify decision for award unless sourced by Procurement

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