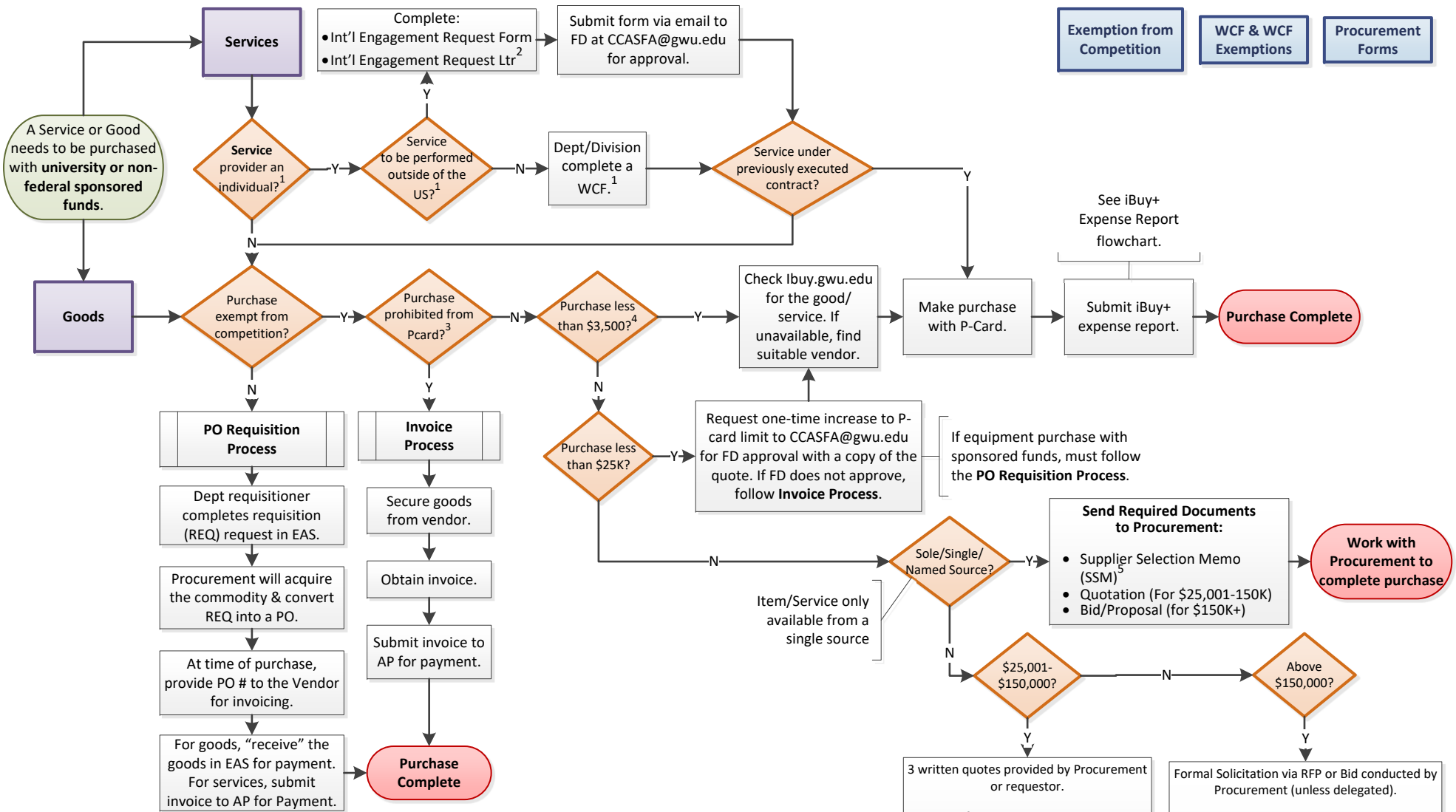


Goods & Services Purchased with University or Non-Federal Sponsored Funds



Notes:

1. Individuals or LLCs must have a Worker Classification Form (WCF) completed by the hiring Dept/Div UNLESS exempted.
2. If services performed will be outside of the US, the International Engagement Request Form and Letter must be completed. 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

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