Under \$10k, no proposal from Vendor/Contractor



Use Services Agreement. Attach to PR and Independent Contractor Checklist for approval and review. Contractor submits invoice at time services are completed. Department receives invoice for payment to be made.



Standard procurement process Attach proposal and Independent Contractor Checklist to PR.



Vendor's proposal requires signatures, legal review, or terms and conditions.

> Under \$10k, Vendor/Contractor provides proposal