

## New Purchases for Services Justification and Contract Details Forms for Services $\geq$ \$5,000

The Academic Support Services Sole Source Justification and Academic Support Service Agreement (ASSA) forms have been replaced with two new forms: The **Purchases for Services Justification Form** and the **Contract Details Form**. Links can be found on the Purchasing Forms page.

See Purchasing Policy and Procedures for details.

PPP 30 Entertainers/ Speakers/ Instructors and Consultants Contracts (<http://www.bussvc.wisc.edu/purch/ppp30.html>)

PPP 33 Academic Support Services Orders and Agreements (<http://www.bussvc.wisc.edu/purch/PPP33.html>)

If you have a need to purchase services  $\geq$  \$5,000, and they are not covered by another process (for example, Speaker Agreements, Subawards, Equipment Maintenance Agreements) you will need to complete both forms. The same basic information is required, but the Contract Details Form will be e-mailed to the Dean's office (similar to Encumbrance Management Forms). Deans' offices will then e-mail the Contract Details Form to [purch@bussvc.wisc.edu](mailto:purch@bussvc.wisc.edu). This will help expedite the procurement as well as eliminate the need for departments to determine which category a service falls into (e.g., ASSA, request for bid, request for proposal, etc.).

