

## Services/Repairs Requiring Requisition

Communication Equipment Repairs (when labor is included)
Catering*
Consultants
Contractual or Professional Computer Services
Document Shredding
Educational Training Stipends
Embroidery
Equipment Rentals
Household Equipment Repairs (when labor is included)
Janitorial/Custodial Service
Labor for Routine Maintenance of Buildings
Labor for Routine Maintenance of Equipment
Labor for Routine Maintenance of Grounds
Laundry Services

## Services/Repairs Requiring Requisition

Monthly or Yearly Fees for Computer Subscriptions**
Office Equipment Repairs (when labor is included)
Pest Control
Presenters/Performers
Printing & Binding***
Referees at Games
Rental of Storage Facilities
Research & Educational Equipment Repairs (when labor is included)
Research, Educational & Medical Contracts
Routine Maintenance Contracts for Equipment
Sign Production and Installation (outdoor and indoor)
Snow Removal
Water Delivery
Website Hosting

*\*Catering does not include picking up point of sale items (pizza, cookies, drinks, etc.) from a local grocery and/or restaurant.*

## Services/Repairs Requiring Requisition

*\*\*If paying for online monthly services with a P-Card, the quote does not have to be signed for vendors such as, SurveyMonkey, LinkedIn, etc. However a requisition will still be required.*

**\*\*\*** Includes any customized items and name badges.