



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 5.3 - Process to Obtain Services (steps)

FOR CONSULTANTS & OTHER GENERAL SERVICES

Refer to Page 2 for the process for Guest Lectures, Speakers and Performers the process for which is different than other services.

The chart provided below has been created in order to provide departments with a quick reference for the general steps that should be followed in order to obtain service contracts at different dollar thresholds as indicated below. These are general guidelines that cover the majority of services, please note that certain special commodities may require additional steps and approvals.

