

Method of Purchase and Immigration & Security Compliance Matrix

	Professional Services as Defined by State Purchasing (See Page 2)	Other Professional Services (Licenses under Title 26 and 43 of OCGA)	Non-Professional Services
Can I purchase/pay via check request?	Yes (unlimited dollar amount) preferred method	Maybe – allowed In some limited areas	Unlikely - Very limited application and only if under \$2,500 or otherwise approved by Procurement
Can I purchase/pay via p-card ?	Yes, up to \$2,499.99 or \$4,999.99 if you have an exception to the single transaction limit	Yes, up to \$2,499.99 or \$4,999.99 if you have an exception to the single transaction limit – however, construction, infrastructure repairs, and renovations are not allowed on p-card	Yes, up to \$2,499.99 or \$4,999.99 if you have an exception to the single transaction limit – however, construction, infrastructure repairs, and renovations are not allowed on p-card
Can I purchase/pay via UGAmart requisition and purchase order ?	Yes	Yes	Yes
Does the Company, who is the contracting party, need to submit an Immigration and Security Affidavit if the contract is \$2,500 or greater?	Yes	Yes	Yes
Does the Individual, who is the contracting party, need to submit a copy of their driver's license, passport, etc. if the contract is \$2,500 or greater ?	No	No	Yes

State Purchasing Definition

“Profession” means the profession of certified public accountancy, actuarial services, architecture, landscape architecture, interior design, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, chiropractic, dentistry, professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry, and osteopathy.