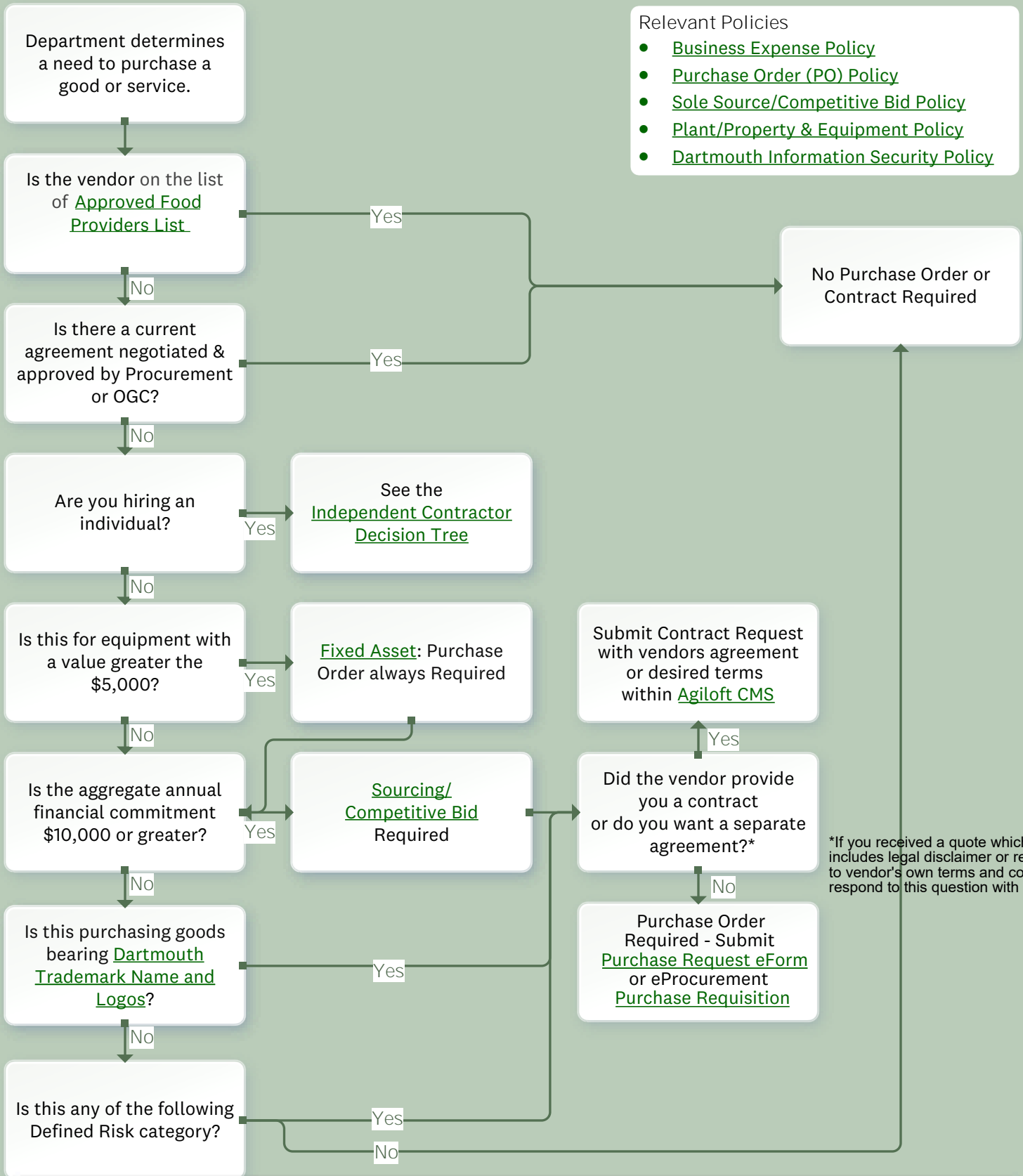


# Determining when a Purchase Order or a Contract is Needed Decision Tree



- Relevant Policies
- [Business Expense Policy](#)
  - [Purchase Order \(PO\) Policy](#)
  - [Sole Source/Competitive Bid Policy](#)
  - [Plant/Property & Equipment Policy](#)
  - [Dartmouth Information Security Policy](#)

\*If you received a quote which includes legal disclaimer or reference to vendor's own terms and conditions, respond to this question with "Yes".

- [Food providers](#) for Dartmouth functions
- [Construction](#) - any design or construction work related to Dartmouth facilities.
- [Travel and Transportation](#) - hiring buses and other group off-campus trips.
- [Information Technology/Financial Services](#) - typically involve access to personally identifiable information (PII), protected health information (PHI), financial data or other Dartmouth confidential and/or proprietary information.
- [Environmental Services](#) - radioactive or hazardous waste management.
- [Intellectual Property](#) - any transaction in which the College will receive intellectual property rights (typically copyrights or patents) in the goods or services provided.