

**Personal, Professional, Consulting & Social Services (PPCS)  
Guidelines & Object Codes**

<b>DOLLAR AMOUNT (INCLUDING TRAVEL)</b>	<b>≤ \$2,000</b>	<b>\$2,001 - \$20,000</b>	<b>\$20,001 - \$49,999</b>	<b>≥\$50,000</b>
<b>REQUIRED FORMS</b>	Requisition PUR-CR (available in PRO only) W-9 AS516 (if travel required)	Requisition PUR-CR (available in PRO only) PUR-SS W-9 AS516 (if travel required)	Requisition PUR-CR (available in PRO only) PUR-SS W-9 AS516 (if travel required)	Requisition PUR-CR (available in PRO only) PUR-SS PUR-CB W-9 AS516 (if travel required)
<b>TYPICAL PROCESSING TIME</b> (Note: Actual processing time is contingent upon Contractor's prompt return of signed contract to the Purchasing Office)	3-5 working days	3 weeks	7 weeks *Review and approval from OCR is required	Consulting services cannot exceed \$49,999 without being awarded through the competitive Request for Proposal (RFP) process. The RFP process takes 14 weeks.  Professional & Personal – 7 weeks
<b>PRO REQUISITION TYPE</b>	PSR	PSR	PSR	PSR – Professional, Personal, and Social Services  PSP – Consulting if RFP required

**PPCS Object Codes**

Professional Services:	5100 – Accountant, Actuary, Claims Adjustor
	5300 – Engineer, Architect, Landscape Architect, Land Surveyor
	5400 – Attorney
	5500 – Doctor, Dentist, Psychologist, Certified Advanced Practice Nurse
	5600 – Veterinarian
Personal Services:	5700 – Entertainers
Consulting and Social Services:	5701 – Speakers
Subawards:	5705 – Subawards limit to \$25,000
	5706 – Subawards over \$25,000
Travel & Reimbursable Expenses:	5800

**\*The Office of Contractual Review (OCR) is an office located within the State of Louisiana Division of Administration. When PPCS contracts exceed \$20,000, review and approval from OCR is required.**