

## List of Common Purchases

<b>Types of Purchasing that are the "Physical Performance of Services" greater than \$2499.99</b>	<b>Affidavit Required</b>
Advertising (including Advertising/Public Relations Services, Outdoor Billboards, Broadcasting Services (Radio and Television), Newspaper and Publication Advertising, Employee recruiting notice advertising, and any advertising placed in a publication, magazine or newspaper.	Yes
AV Installations	Yes
Binding Services	Yes
Call Center Services	Yes
Chemical Laboratory Services	Yes
Construction	Yes
Consulting Agreements	Yes
Consulting or other Agreements with Professionals licensed by the State of Georgia (e.g. Lawyers, Doctors, Pharmacists, Architects, etc.)	No*
Drop-off/Delivery of Goods without any additional physical labor requirements (freight companies)	No
Employment Agency and Search Firm Services	Yes
Equipment Maintenance (Including but not limited to Elevator, Boiler & Chiller or any Agency Contracts)	Yes
Chartering Services	Yes
Fire Alarm System Maintenance and Testing	Yes
Foreign Groups or Individuals who will be performing services at DSC, if booked direct.	No
Hazardous Material Serices - includes biomedical waste removal	Yes
Honoraria (if not for teaching and instructional services)	Yes
Interpreters	Yes
Janitorial Services	Yes
Landscaping Services	Yes
Laundry and Linen Cleaning Services	Yes
Mailing Services (including collating, packaging, and sorting)	Yes
Management Services (e.g.: Bookstore management, project management, food services , etc.)	Yes
Marketing and Promotional Services (including but not limited to website site design)	Yes
Moving Services (if paid directly to the vendor)	Yes
Moving Services (if reimbursed to the DSC employee)	No
Parking Services Maintenance - including striping and pressure washing	Yes

Pesticide/Herbicide Spray, Structural Applications, provided services rendered by licensed pest controllers with the State of Georgia	Yes
Photography	Yes
Piano and Instrument Tuning Services	Yes
Picture Framing and Preparation	Yes
Printing (including printing of a publication and/or reprints)	No
Printing (labor / design work )	Yes
Public Works Contracts	Yes
Registrations (Conference, etc.)	No
Relocation Services -Campus Department moving	Yes
Repairs to Equipment which involve billable labor (if parts are involved - get a quote which shows separate costs of labor and parts)	Yes
Security Services	Yes
Student Life Events- (including but not limited to Performances, Speakers and / or Carnival Services)	Yes
Teaching and Instructional Services	Yes
Termite Inspections	Yes
Testing and Calibration Services	Yes
Towing and Hauling Services	Yes
Translation Services	Yes
Utility Payments	No
Waste and Trash Services	Yes

\* **Must have a copy of the Professionals licensed by the State of Georgia- in lieu of the affidavit.**

\*\* **State Wide Contract will not require the affidavit. The SPD will collect those affidavits.**