

Decision Matrix

Draft – Internal Use Only
(Updated: September 2026)

Quick reference: recommended procurement treatment by transaction type.

Transaction Type	PO Only?	Stand-Alone Contract?	Recommended Treatment
Routine commodities / supplies	Yes	No	PO + TSU T&Cs; specifications as needed.
Furniture / standard equipment	Yes	No	PO + specifications + warranty; separate agreement only if vendor terms or unusual installation/risk exists.
Routine repair / maintenance services	Yes	No	PO + clear SOW; require contract if vendor agreement or material risk/complexity exists.
Catering / event support	Yes	No	PO + event details/SOW unless vendor requires separate legal terms or venue agreement.
Temporary staffing	No — Use an OGC-Approved Template (2026 or later)	Yes	Review staffing, employment, indemnity, background-check, and data terms.
Consulting services	No — Use an OGC-Approved Template (2026 or later)	Yes	PO + SOW may be sufficient for routine consulting when TSU terms fully control; use a stand-alone agreement when scope, milestones, IP, confidentiality, deliverables, statutory requirements, or vendor terms require negotiation.
Professional services subject to specialized statutory requirements	No — Use an OGC-Approved Template (2026 or later)	Yes	Use the applicable professional services agreement and statutory procurement/contracting process.
Software license / SaaS / cloud	No	Yes	Vendor terms, licensing, data security, and TX-RAMP can trigger contract review; PO alone may suffice if TSU terms fully control and no additional terms apply.
Construction	No	Yes	Use appropriate construction agreement and procurement requirements.
Architect / Engineer	No	Yes	Use the professional services agreement and applicable statutory process.
Real estate lease / easement / license	No	Yes	Stand-alone agreement required.
Interagency / interlocal / MOU / affiliation	No	Yes	Relationship itself is created by the agreement.
Research / sponsored activity	No	Yes	Route through the applicable research/sponsored-program contracting process.

Related Guidance:

[Purchase Order vs. Stand-Alone Contract Decision Tree](#) | [Mandatory Procurement / OGC Review Triggers](#)

Questions?

Contact the TSU Office of the General Counsel.