COMMODITY DESCRIPTION
This commodity includes temporary employment services.

PROCUREMENT OPTIONS & PROCEDURES

<table>
<thead>
<tr>
<th>If your total purchase is:</th>
<th>Then use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000 or less</td>
<td>• Your Procurement Card</td>
</tr>
<tr>
<td>Above $5,000</td>
<td>• An SPO Requisition</td>
</tr>
</tbody>
</table>

PURCHASING AGENT CONTACT FOR THIS COMMODITY
Darlene Morrow, CPPB
Phone: 303/315-2786
Email: Darlene.Morrow@cu.edu
Fax: 303/315-2799

FINANCE AND PROCUREMENT HELP DESK-ASSISTANCE CREATING SPO REQUISITIONS
Phone: 303/837-2161 or 303/315-2846
Email: FinProHelp@cu.edu
Fax: 303/837-2160

FINANCE SYSTEM CATEGORY CODE
TEMPS: Temporary employment services

VENDORS
A number of vendors participate in the price agreements for this commodity. Which vendor can be used depends on the county in which your campus is located. A list of agencies can be found at http://www.gssa.state.co.us/SPAgree – click on the blue arrow for Temporary Personnel Services. The list shows the Region (or Regions) each agency was awarded, as well as vendor contact information, job descriptions, and hourly rates for the various job classifications. Some of the agencies were awarded coverage for all Regions of the state.

REGIONS
Region 1: Denver Metro Area
Includes Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson counties.

Region 2: Colorado Springs
Includes Custer, El Paso, Fremont, Huerfano, Pueblo, and Teller counties.