

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422- 8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. See below Price List for Smith and Associates:

3.0 COMPENSATION

<u>Description</u>	<u>Unit Cost</u>
Pre-Employment Polygraph Test	\$225
Investigative Polygraph Test	\$250
No Show Fee (not assessed if 24 hours prior cancellation provided)	\$100
Non-Reportable Examination Fee:	\$100