

PSP Definition					PSP Intended Use and Additional Information					Source Configuration	Allocation Configuration			
PSP #	PO_BU	PSP Type	PSP Method	Details	Describe Use	Capital and/or Non-Capital	If Capital, # of Years	Issues / Questions	Comments	Number of Days	Type of Allocation	Quarterly Percentages Q1 Q2 Q3 Q4 Q5	Capital Annual Percentages Y1 Y2 Y3 Y4 Y5	
1	OMH01	Allocation	Full Year Equal	Evenly divide Annual activity over 4 periods	Flat Rate Contracts and other procurement activity without significant quarterly differences	Non-Capital		Some contracts will have month to month deviations but will be minimum on a quarter to quarter basis			Single Year Even	25 25 25 25 0		
2	OMH01	Source	PO + 120 Days	Voucher Processed approximately 120 days after PO	Used for Large Single Purchases Pos - Vehicles / Furniture, etc.	Non-Capital				120				
3	OMH01	Source	PO + 1 Days	All Purchases on the PO expected in current quarter	Certain food deliveries and other regular recurring orders where Pos are issued on a single quarter basis	Non-Capital				1				
	OMH01	Source	PO + 92 Days	All Purchase on the PO expected in the next quarter	Certain food deliveries and other regular recurring orders where Pos are issued on a single quarter basis which is likely issued toward the end of a quarter for use in the next quarter	Non-Capital				92				
4	SFS01	Allocation	Q1 & Q2 Even	PO limited to purchases during the first two quarters fo the year	Regular recurring orders where Pos are issued to be allocated over two quarters						Partial Year Even	50 50 0 0 0		
5	SFS01	Allocation	Q2 & Q3 Even	PO limited to purchases during the second and third quarters fo the year	Regular recurring orders where Pos are issued to be allocated over two quarters						Partial Year Even	0 50 50 0 0		
6	SFS01	Allocation	Q3 & Q4 Even	PO limited to purchases during the last two quarters fo the year	Regular recurring orders where Pos are issued to be allocated over two quarters						Partial Year Even	0 0 50 50 0		
7	SFS01	Allocation	Q4 & Q5 Even	PO limited to purchases during the last quarter of the fiscal year and the first quarter lapse period of the next fiscal year	Regular recurring orders where Pos are issued to be allocated over two quarters						Partial Year Even	0 0 0 50 50		
8	SFS01	Allocation	Q2 - Q4 Even	PO issued in Q2 for the remainder of the fiscal year	Purchases are evenly spread over the remaining 3 quarters of the fiscal year						Partial Year Even	0 34 33 33 0		

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9	SFS01	Allocation	Full Year + Lapse Even	PO issued for entire fiscal year and the lapse period to be evenly spread	Regular recurring orders including items ordered at end of fiscal year vouchered during the lapse period						Full Year Even	20 20 20 20 20		
10	SFS01	Allocation	Full Year Summer Cyclical	PO for Full Year Activity with expected higher expenditures in Q2 and Q3 based on cyclical services	Goods/Services contracted on an annual basis where a higher percentage of expenditures occur in the Summer Months (example - Park Maintenance Costs)	Non-Capital					Full Year Cyclical	20 30 35 15 0		
11	SFS01	Allocation	Full Year Winter Cyclical	PO for Full Year Activity with Expected higher expenditures in Q3 and Q4	Goods/Services contracted on an annual basis where a higher percentage of expenditures occur in the Winter Months (Annual Grounds Maintenance Contract including Snow Removal)	Non-Capital					Full Year Cyclical	20 15 30 35 0		
12	SFS01	Allocation	Full Year Jan - Jun Focus	PO for Full Year Activity with Expected higher expenditures in Q1 and Q4	Goods/Services contracted on an annual basis where a higher percentage of expenditures occur at the start of the fiscal year and the end of the fiscal year	Non-Capital					Full Year Cyclical	30 15 20 35 0		
13	SFS01	Allocation	Capital 1YR Even	PO for Capital Fund - Purchases evenly spread over current Fiscal Year	Purchases within a Capital Fund on a single fiscal year basis evenly spread across the fiscal year	Capital	1				Full Year Even Qtr Even	25 25 25 25 0	100 0 0 0 0	
14	SFS01	Allocation	Capital 2YR Even	PO for Capital Fund - Purchases evenly spread over two Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 2 years with an even projected spendout	Capital	2				Multi Year Even Qtr Even	25 25 25 25 0	50 50 0 0 0	

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15	SFS01	Allocation	Capital 3 YR Even	PO for Capital Fund - Purchases evenly spread over three Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 3 years with an even projected spendout	Capital	3				Multi Year Even Qtr Even	25 25 25 25 0	34 33 33 0 0								
16	SFS01	Allocation	Capital 4 YR Even	PO for Capital Fund - Purchases evenly spread over four Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 4 years with an even projected spendout	Capital	4				Multi Year Even Qtr Even	25 25 25 25 0	25 25 25 25 0								
17	SFS01	Allocation	Capital 5 YR Even	PO for Capital Fund - Purchases evenly spread over five Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 5 years with an even projected spendout	Capital	5				Multi Year Even Qtr Even	25 25 25 25 0	20 20 20 20 20								
18	SFS01	Allocation	Capital 1YR Sum Cyclical QTR	PO for Capital Fund - Purchases cyclical summer month focused spread over current Fiscal Year	Purchases within a Capital Fund on a single fiscal year basis with a construction-based spread across the fiscal year	Capital	1				Multi Year Even Qtr Cyclical	20 30 35 15 0	100 0 0 0 0								
19	SFS01	Allocation	Capital 2YR Sum Cyclical QTR	PO for Capital Fund - Purchases cyclical summer month focused spread over 2 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 2 years with a projected equal annual spend out with a construction based cyclical spend out within each year	Capital	2				Multi Year Even Qtr Cyclical	20 30 35 15 0	50 50 0 0 0								

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20	SFS01	Allocation	Capital 3YR Sum Cyclical QTR	PO for Capital Fund - Purchases cyclical summer month focused spread over 3 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 3 years with a projected equal annual spend out with a construction based cyclical spend out within each year	Capital	3				Multi Year Even Qtr Cyclical	20 30 35 15 0					34 33 33 0 0				
21	SFS01	Allocation	Capital 4YR Sum Cyclical QTR	PO for Capital Fund - Purchases cyclical summer month focused spread over 4 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 4 years with a projected equal annual spend out with a construction based cyclical spend out within each year	Capital	4				Multi Year Even Qtr Cyclical	20 30 35 15 0					25 25 25 25 0				
22	SFS01	Allocation	Capital 5YR Sum Cyclical QTR	PO for Capital Fund - Purchases cyclical Summer month focused spread over 5 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 5 years with a projected equal annual spend out with a construction based cyclical spend out within each year	Capital	5				Multi Year Even Qtr Cyclical	20 30 35 15 0					20 20 20 20 20				
23	SFS01	Allocation	Capital 1YR Win Cyclical QTR	PO for Capital Fund - Purchases cyclical Winter month focused spread over current Fiscal Year	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 5 years with a projected equal annual spend out with a Winter focused cyclical spend out within each year	Capital					Multi Year Even Qtr Cyclical	20 15 30 35 0					100 0 0 0 0				

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24	SFS01	Allocation	Capital 2YR Win Cyclical QTR	PO for Capital Fund - Purchases cyclical Winter month focused spread over 2 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 2 years with a projected equal annual spend out with a Winter focused cyclical spend out within each year	Capital					Multi Year Even Qtr Cyclical	20 15 30 35 0	50 50 0 0 0		
25	SFS01	Allocation	Capital 3YR Win Cyclical QTR	PO for Capital Fund - Purchases cyclical summer month focused spread over 3 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 3 years with a projected equal annual spend out with a Winter Focused cyclical spend out within each year	Capital					Multi Year Even Qtr Cyclical	20 15 30 35 0	34 33 33 0 0		
26	SFS01	Allocation	Capital 4YR Win Cyclical QTR	PO for Capital Fund - Purchases cyclical Winter month focused spread over 4 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 4 years with a projected equal annual spend out with a Winter Focused cyclical spend out within each year	Capital					Multi Year Even Qtr Cyclical	20 15 30 35 0	25 25 25 25 0		
27	SFS01	Allocation	Capital 5YR Win Cyclical QTR	PO for Capital Fund - Purchases cyclical Winter month focused spread over 5 Fiscal Years	Purchases within a Capital Fund for a Capital Project or Phase of a Capital Project that will span 5 years with a projected equal annual spend out with a Winter Focused cyclical spend out within each year	Capital					Multi Year Even Qtr Cyclical	20 15 30 35 0	20 20 20 20 20		
28	SFS01	Allocation	Capital 1 1/2 YR Upfront & End	PO for Capital Fund Spread over six periods with Upfront and Tail End focus on Expenditure		Capital					Multi Year Cyclical QTR Irregular	Y1: 46 18 18 18 0 Y2: 34 66 0 0 0	45 55 0 0 0		
29	OMH01	Source	PO + 30 Days	PO for Expenditures expected in the following month	P-Card Purchases from POs which are invoiced in the following month as identified in P2P Process Flow Session	Non-Capital				30					

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2	OMH01	Source	PO + 120 Days	Voucher Processed approximately 120 days after PO			
3	OMH01	Source	PO + 1 Days	All Purchases on the PO expected in current quarter			
	OMH01	Source	PO + 92 Days	All Purchase on the PO expected in the next quarter			
4	SFS01	Allocation	Q1 & Q2 Even	PO limited to purchases during the first two quarters fo the year			
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12	SFS01	Allocation	Full Year Jan - Jun Focus	PO for Full Year Activity with Expected higher expenditures in Q1 and Q4			
13	SFS01	Allocation	Capital 1YR Even	PO for Capital Fund - Purchases evenly spread over current Fiscal Year			
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18	SFS01	Allocation	Capital 1YR Sum Cyclical QTR	PO for Capital Fund - Purchases cyclical summer month focused spread over current Fiscal Year			
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22	SFS01	Allocation	Capital 5YR Sum Cyclical QTR	PO for Capital Fund - Purchases cyclical Summer month focused spread over 5 Fiscal Years			
23	SFS01	Allocation	Capital 1YR Win Cyclical QTR	PO for Capital Fund - Purchases cyclical Winter month focused spread over current Fiscal Year			

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