PURCHASING GUIDANCE FOR
ATHENA CONSULTING, LLC CONTRACT #1069520

Temporary administrative support services under Contract #1069520 with ATHENA Consulting, LLC must be encumbered on a purchase order or Direct Purchase Order (DPO). Departments are responsible for ensuring compliance with the Montgomery County Procurement Regulations as they relate to the use of DPOs.

**Requisitions:** created and approved by the hiring departments and should include the following information.
- Contractor: ATHENA Consulting, LLC
- Contract #: 1069520
- Description: Purchase Order for Temporary Administrative Support Services for (DEPT and DIVISION NAME)
- FUND: XXX
- Cost Center: XXXXX
- Account Code: 60168
- PATEO (if applicable)
- Commodity Code: 962-69 (Personnel Services, Temporary)
- Buyer: Sarah Fornatora
- Amount: $

**Direct Purchase Orders (DPOs):** created and approved by the hiring departments and should include the following information.
- Contractor: ATHENA Consulting, LLC
- Contract #: Leave Blank
- Description: FYXX encumbrance for Temporary Administrative Services under Contract #1069520 for (DEPT and DIVISION NAME).
- FUND: XXX
- Cost Center: XXXXX
- Account Code: 60168
- PATEO (if applicable)
- Commodity Code: 999-039 (Temporary Administrative Services under $10,000)
- Amount: $

**REMINDER:** Check current policy requirements for filing a Procurement Exemption Request if the total amount of the Purchase Order is expected to exceed $50,000.

**County Mailbox for questions – OHRTASC@montgomerycountymd.gov**