



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 – OHRASC@montgomerycountymd.gov