



Requisition Submission Process

Step 1 To make any purchase, you must open a Purchase Order (PO) first. Obtain Quote from vendor. Quotes open Purchase Orders.

Step 2 Complete NBPS Requisition Form & Attach Quote to the back.

Step 3 Attach one form of Procurement documentation and/or indicate which type is used/attached under "Description" line of the Requisition.

**Appropriate
30B Letter**

For ALL Requisitions under \$50K that are not under contract

Bid Sheet

Use to get at least 3 solicited Quotes from 3 vendors

Contracts

Contract Name & Number listed on Requisition. Copy of signed Contract, if applicable

**State Contract
Certification
Form**

Use when on state contract but not on COMMBUYS. Signed by vendor.

**COMMBUYS
Requisition**

Use when ordering through COMMBUYS