**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