



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