

PURCHASE REQUISITION CHECKLIST
\$0 to \$9,999

No.	Description	
1	Approved requisition in MUNIS for all funds (general & special revenue)	
2	Detailed specifications for equipment & materials including brand name, model, manufacturer number, color, dimension and size	
3	Detailed delivery instructions including distribution list, name, address, room number and contact person receiving materials	
4	Price quote from the vendor and justification for procurement	
5	State contract purchases include contract number and line number	
6	Professional services include quote from the provider and justification for procurement	
7	Professional services contract includes detailed description of services to be provided and includes the cost, dates, and location of services	
8	All non-competitive procurements require a cost reasonableness statement	

NOTE: TO SET UP A NEW VENDOR PLEASE ACCESS THE VENDOR REGISTRATION FORM ON THE OPSB WEBSITE IN THE PURCHASING DEPARTMENT LINK, HAVE THE VENDOR COMPLETE THE FORM, AND SUBMIT IT TO THE PURCHASING DEPARTMENT

PURCHASE REQUISITION CHECKLIST
\$10,000 to \$29,999

No.	Description	
1	Approved requisition in MUNIS for all funds (general & special revenue)	
2	Approval of Special Revenue Director for special revenue expenditures (Purchase Requisition must be printed and signed by the Special Revenue Director or his designee)	
3	Detailed specifications for equipment & materials including brand name, model, manufacturer number, color, dimension and size	
4	Detailed delivery instructions including distribution list, name, address, room number and contact person receiving materials	
5	Price quotes from at least three (3) vendors and justification for procurement	
6	State contract purchases include contract number and line number	
7	Professional services include quote from the provider and justification for procurement	
8	Professional services contract includes detailed description of services to be provided and includes the cost, dates, and location of services	
9	All non-competitive procurements require a cost reasonableness statement	

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PURCHASE REQUISITION CHECKLIST
\$30,000 to \$99,999

No.	Description	
1	Approved requisition in MUNIS for all funds (general & special revenue)	
2	Approval of Special Revenue Director for special revenue expenditures (Purchase Requisition must be printed and signed by the Special Revenue Director or his designee)	
3	Detailed specifications for equipment & materials including brand name, model, manufacturer number, color, dimension and size	
4	Detailed delivery instructions including distribution list, name, address, room number and contact person receiving materials	
5	Purchases for goods and equipment require competitive pricing through the public bid process.	
6	State contract purchases include contract number and line number	
7	Consulting services and professional services includes quote from the provider and justification for procurement (Consulting services and professional services of \$50,000 or more are subject to competitive pricing via a Request for Proposal (RFP)*)	
8	Professional services contract includes detailed description of services to be provided and includes the cost, dates, and location of services	
9	All non-competitive procurements require a cost reasonableness statement	

*Exemptions: The following professional services are exempt from the requirement of competitive negotiation even if they exceed \$50,000: lawyers, doctors, architects, dentists, veterinarians, engineers, landscape architects and accountants.

NOTE: TO SET UP A NEW VENDOR PLEASE ACCESS THE VENDOR REGISTRATION FORM ON THE OPSB WEBSITE IN THE PURCHASING DEPARTMENT LINK, HAVE THE VENDOR COMPLETE THE FORM, AND SUBMIT IT TO THE PURCHASING DEPARTMENT

PURCHASE REQUISITION CHECKLIST
\$100,000 and above

No.	Description	
1	Approved requisition in MUNIS for all funds (general & special revenue)	
2	Approval of Special Revenue Director for special revenue expenditures (Purchase Requisition must be printed and signed by the Special Revenue Director or his designee)	
3	Detailed specifications for equipment & materials including brand name, model, manufacturer number, color, dimension and size	
4	Detailed delivery instructions including distribution list, name, address, room number and contact person receiving materials	
5	Purchases for goods, equipment, and services* require competitive pricing through the public bid process.	
6	State contract purchases include contract number and line number	
7	Professional services contract includes detailed description of services to be provided and includes the cost, dates, and location of services	
8	All non-competitive procurements require a cost reasonableness statement	

*Exemptions: The following professional services are exempt from the requirement of competitive negotiation even if they exceed \$50,000: lawyers, doctors, architects, dentists, veterinarians, engineers, landscape architects and accountants.

NOTE: TO SET UP A NEW VENDOR PLEASE ACCESS THE VENDOR REGISTRATION FORM ON THE OPSB WEBSITE IN THE PURCHASING DEPARTMENT LINK, HAVE THE VENDOR COMPLETE THE FORM, AND SUBMIT IT TO THE PURCHASING DEPARTMENT