

System Document Types

Type	Codes	Description	
Procurement Module Document Types			
Pre-Requisition	O7	Pre-requisition (Pre-requisition can be used by agencies to add another level of approval or to use the system to route needs to a centralized purchasing area. It will then be generated into a requisition.)	PRE-REQUISITION
Requisitions			
Services	O3	Services (Agency Processed)	REQUISITION
	O5	Services (Bureau Processed)	REQUISITION
	Z6	Services Contract (Exempt)	REQUISITION
	O8	Deviation Request for Services	REQUISITION
Commodities	ON	Information Management Items/Services	REQUISITION
	OR	Non Stock/Non Contract Commodity	REQUISITION
	OO	Direct Purchase Authority Order	REQUISITION
	OI	Motor Vehicles thru DAS TSB	REQUISITION
	OT	Communications Equipment	REQUISITION
	OW	Items Thru AS Materiel	REQUISITION
	ON	Information Management Items/Services	REQUISITION
Quotation Requests			
Services	Z1	Services	QUOTATION REQUEST
Commodities	OQ	Commodity < \$10,000 or Restricted Orders	QUOTATION REQUEST
	OF	Commodity =>\$10,000 or Commodity Contract	QUOTATION REQUEST
Contracts			
Services	O4	Services Contract	CONTRACT
Commodities	OC	Commodity Contract	CONTRACT
Purchase Orders			
Services	O9	Services	PURCHASE ORDER
	Z8	Service PO (2-way Voucher Match)	PURCHASE ORDER
Commodities	O6	Computer from Comm/Services Contract	PURCHASE ORDER
	OP	Commodity	PURCHASE ORDER
	OG	Commodity from Contract	PURCHASE ORDER
	ZO	Direct Purchase Authority Order	PURCHASE ORDER
	O6	Computer from Comm/Services Contract	PURCHASE ORDER
	OU	Motor Vehicles from Contract	PURCHASE ORDER
	OH	CSI Orders	PURCHASE ORDER
Inventory Module Document Types			
Stock Commodity			
	ZR	Stock Commodity Requisition	REQUISITION
	ZF	Commodity =>\$10,000 (Stock)	QUOTATION REQUEST
	ZQ	Commodity < \$10,000 (Stock)	QUOTATION REQUEST
	ZC	Copy from Comm Contract (OC)	STOCK BLANKET ORDER
	Z3	DHSS Only	STOCK REQUEST
	ZG	Commodity from Contract (Stock)	PURCHASE ORDER
	ZP	Stock Commodity Purchase Order	PURCHASE ORDER
Capital Projects			
	X1	309 Spec Req	REQUISITION
	X4	Construction Spec Req	REQUISITION
	X2	309 Blanket Order	CONTRACT
	X5	Construction Blanket Order	CONTRACT
	X3	309 Spec Purpose PO	PURCHASE ORDER
	X6	Construction PO (single year)	PURCHASE ORDER
	X7	Construction PO (multi-year)	PURCHASE ORDER
Grants			
	Y1	Grants Requisition	INITIATING ORDER
	Y2	Grants Quotation Request	QUOTATION REQUEST
	Y3	Grants Blanket Order	CONTRACT
	Y4	Grants Purchase Order	PURCHASE ORDER
	Y5	Grants Purchase Order	PURCHASE ORDER