| New |  | Change | |  | Terminate All Routes |  |  | C = Change A = Add D = Delete N/A = Not Applicable | **Approval Routes** | | | | | | | Last Updated 09/18/2017 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Agency | | |  | | | | |
| Employee Name | | |  | | | | | First Levels of Approval | | | Final Level of Approvals | | | | |
| A/B Number | | |  | | | | | A/B # | First and Last Name | Beginning $ amount that needs approved by  this person(s) | A/B # | First and Last Name | | | Beginning $ amount that needs approved by  this person(s) |
| Worksheet Completed By | | |  | | | | |
| Doc Type | **Description** | | | | | | |
| ***Please follow this example Please follow this example Please follow this example Please follow this example*** | | | | | | | | | | | | | | | | |
| *OR* | *Requisition: Commodity or Request for Commodity Contract over $25,000* | | | | | | | *C* | *123456 123457* | *Connie Heinrichs Brenda Pape* | *$5 $10* | 576598 | SPB Purchasing | | | $25,000 |
| **Commodity** | | | | | | | | | | | | | | | | |
| OR | Requisition: Commodity or Request for Commodity Contract over $25,000 | | | | | | |  |  |  |  | 573073  573072  576603  576598  576605  576606  576714  576602  576681  576674  573070  573071  576600  576601  576607  576675  576676  576677  576678  576679  579525  999397 | SPB Purchasing | | | $25,000  $25,000  $25,000  $25,000  $25,000  $25,000  $25,000  $25,001  $25,001  $25,001  $25,002  $10,002  $25,002  $25,002  $10,002  $25,002  $10,002  $25,002  $25,002  $25,002  $25,002  $25,002 |
| OP | Purchase Order Commodity *(One Time Purchase)* | | | | | | |  |  |  |  | 576674 576602  576678  576681 | SPB Purchasing SPB Purchasing  SPB Purchasing SPB Purchasing | | | $25,000 |
| **Commodity Contract** | | | | | | | | | | | | | | | | |
| OG | Purchase Order: Commodity *(from a Contract)* | | | | | | |  |  |  |  | Remains at Agency Level | | | | |
| **Exception Orders: Cornhusker State Industries (CSI)** | | | | | | | | | | | | | | | | |
| OH | Purchase Order: CSI Orders *(routes through CSI)* | | | | | | |  |  |  |  | 556168  556169 | DCS CSI Sales | | | $5 |
| **Exception Orders: Communications Equipment** | | | | | | | | | | | | | | | | |
| OT | Requisition: Communications Equipment *(routes through AS Communications)* | | | | | | |  |  |  |  | 576616  10558761055877  1055878  1055879 | Communications | | | $5 |
| **Exception Orders: Route to State Purchasing Bureau ONLY** | | | | | | | | | | | | | | | | |
| OW | Requisition: Orders that must go through State Purchasing Bureau - Copiers/Mailing & Printing Equipment - Outside Printing Services - Firearms - Furniture not Purchased from CSI  - Request for Commodity Contract less than $25,000 | | | | | | |  |  |  |  | 573073  573072  576598  576603  576605  576606  576714 | SPB Purchasing | | | $5 |
| **Exception Orders: Computer Hardware & Software** | | | | | | | | | | | | | | | | |
| ON | Requisition: Computer Hardware & Software, Commodity & Service *(routes through Office of the CIO and, possibly, AS Materiel)* | | | | | | |  |  |  |  | 584891  2202336  1117662 576598  576603  576605  576606  576714  573073  573072  576602  576674  576681 | DAS IM Services  DAS IM Services  DAS IM Services  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing | | | $5  $5  $5  $25,000  $25,000  $25,000  $25,000  $25,000  $25,000  $25,000  $25,001  $25,001  $25,001 |
| O6 | Purchase Order: Computer Hardware & Software from a Commodity or Service Contract *(routes through Office of the CIO)* | | | | | | |  |  |  |  | 584891  1117662  2202336 | DAS IM Services | | | $5 |
| **Exception Orders: Motor Vehicles** | | | | | | | | | | | | | | | | |
| OI | Requisition: Motor Vehicles *(routes through AS TSB and possibly AS Materiel)* | | | | | | |  |  |  |  | 1117661 576598  573073  573072  576603  576605  576606  576714 | TSB - Mike Moerer SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing | | | $5  $25,000  $25,000  $25,000  $25,000  $25,000 $25,000  $25,000 |
| OU | Purchase Order: Motor Vehicles (from an existing contract) *(routes through AS TSB and AS Materiel)* | | | | | | |  |  |  |  | 1117661 576607 576602  576681  576674  579525 | TSB - Mike Moerer SPB Purchasing SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing | | | $5  $25,000 $25,000  $25,000  $25,000  $25,000 |
| OK | Purchase Order: Exempt Motor Vehicles (from an existing contract) *(routes through AS Materiel)* | | | | | | |  |  |  |  | 576607 576602  576681  576674  579525 | SPB Purchasing SPB Purchasing  SPB Purchasing  SPB Purchasing  SPB Purchasing | | | $25,000 $25,000  $25,000  $25,000  $25,000 |
| **Exception Orders: DPA (Direct Purchase Authority by State Purchasing Bureau $10,000 - $24,999)** | | | | | | | | | | | | | | | | |
| OO | Requisition: Direct Purchase Authorization *(Agency has authority to process internally based on authority letter or DPA)* | | | | | | |  |  |  |  | Remains at Agency Level | | | | |
| ZO | Purchase Order: Direct Purchase Authorization (Agency has authority to process internally based on authority letter or DPA) | | | | | | |  |  |  |  | Remains at Agency Level | | | | |
| **Services** | | | | | | | | | | | | | | | | |
| O3 | Requisition: Services Contract *(processed at the AGENCY routes through AS Materiel at $50,000)* | | | | | | |  |  |  |  | 576674 576602  576678  576681 | SPB Purchasing SPB Purchasing  SPB Purchasing  SPB Purchasing | | | $50,000 |
| O5 | Requisition: Services Contract *(processed at the STATE PURCHASING BUREAU per agency request)* | | | | | | |  |  |  |  | 576674 576602  576678  576681 | SPB Purchasing SPB Purchasing SPB Purchasing  SPB Purchasing | | | $5 |
| Z6 | Requisition: Services Contract *(exempt from review by AS Materiel based on Statutes 73-501 - 73-509)* | | | | | | |  |  |  |  | Remains at Agency Level | | | | |
| O4 | Contract: Services *(from a Requisition or an RFP)* | | | | | | |  |  |  |  | 576602  576681  576674 | | SPB Purchasing  SPB Purchasing SPB Purchasing | $15,000,000 | |
| O9 | Purchase Order: Service *(from a Requisition, an RFP, or a Contract) (Use O6 for Computer Hardware/Software from a Contract)* | | | | | | |  |  |  |  | Remains at Agency Level | | | | |
| Z8 | Purchase Order: Service *(2-way match process*) | | | | | | |  |  |  |  | Remains at Agency Level | | | | |
| O8\* | Requisition: Deviation from Contractual Services Process to include Emergency and/or Sole Source Service Purchases | | | | | | |  |  |  |  | Please see table below for Final Level of Approval. | | | | |

\*Please see table on following pageNOTE: It is necessary for an end user to have both the (O8) approval route and at least a Security level of PT20 to perform the Deviation Request entry and the Deviation Request Approval. Upon approval by Agency Director, the O8 document will route to:

|  |  |  |
| --- | --- | --- |
| $49,999 | **AS Materiel Division**  576674 = Brenda Pape  576602 = Pete Kroll | Review the Deviation Request for compliance with State Statutes, Agency Director signature needed prior to routing to AS Director for final review and approval |
| $50,000 | **AS Director**  576608= Bo Botelho | Review the Deviation Request |
| **Authorized Agents, please submit the completed Approval Route Worksheet to** **[cio.help@nebraska.gov](mailto:cio.help@nebraska.gov?subject=NIS%20Procurement%20Approval%20Route%20Worksheet).** | | |