| New | [ ]  | Change | [ ]  | Terminate All Routes | [ ]  |  | C = ChangeA = Add D = DeleteN/A = Not Applicable | **Approval Routes** | Last Updated09/18/2017 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 bythis person(s) | A/B # | First and Last Name | Beginning $ amount that needs approved bythis 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* | *123456123457* | *Connie HeinrichsBrenda Pape* | *$5$10* | 576598 | SPB Purchasing | $25,000  |
| **Commodity** |
| OR | Requisition: Commodity or Request for Commodity Contract over $25,000 |     |       |       |       | 573073573072576603576598576605576606576714576602576681576674573070573071576600576601576607576675576676576677576678576679579525999397 | 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)* |     |       |       |       | 576674576602576678576681 | SPB PurchasingSPB PurchasingSPB 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)* |     |       |       |       | 556168556169 | DCS CSI Sales | $5  |
| **Exception Orders: Communications Equipment** |
| OT | Requisition: Communications Equipment *(routes through AS Communications)* |     |       |       |       |  5766161055876105587710558781055879 | 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 |     |       |       |       | 573073573072576598576603576605576606576714 | 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)* |    |       |       |       | 58489122023361117662576598576603576605576606576714573073573072576602576674576681 | DAS IM ServicesDAS IM ServicesDAS IM ServicesSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB 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)* |     |       |       |       | 58489111176622202336 | DAS IM Services | $5  |
| **Exception Orders: Motor Vehicles** |
| OI | Requisition: Motor Vehicles *(routes through AS TSB and possibly AS Materiel)* |     |       |       |       | 1117661576598573073573072576603576605576606576714 | TSB - Mike MoererSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB 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)* |     |       |       |       | 1117661576607576602576681576674579525 | TSB - Mike MoererSPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB 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)* |  |  |  |  | 576607576602576681576674579525 | SPB PurchasingSPB PurchasingSPB PurchasingSPB PurchasingSPB 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)* |     |       |       |       | 576674576602576678576681 | SPB PurchasingSPB PurchasingSPB PurchasingSPB Purchasing | $50,000  |
| O5 | Requisition: Services Contract *(processed at the STATE PURCHASING BUREAU per agency request)* |     |       |       |       | 576674576602576678576681 | SPB Purchasing SPB PurchasingSPB PurchasingSPB 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)* |     |       |       |       | 576602576681576674 | SPB PurchasingSPB 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 Pape576602 = 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.** |