Commodity Procurement Decision Tree

Under $50,000 in total value?

Yes

Available on Statewide Contract?

Yes

Generate OG*

* See P-Card Policy and Statewide Contract Purchasing Policy for alternative purchasing and payment methods

No

Contain IT?

Yes

Generate ON Requisition in E1

Generate OP/CC from ON

No

Other Restricted Item or Trade In?

Yes

Furniture?

Yes

Generate O8 Requisition in E1

Generate ZO from O8

No

Motor Vehicle?

Yes

Generate OI Requisition in E1

Generate OP from OI

No

Communications Equipment?

Yes

Generate OT Requisition in E1

OCIO Will Advise Next Steps

No

All Other Restricted Items

Yes

Generate OW Requisition in E1

SPB Will Advise Next Steps

No

Generate OP*

No

Generate OR Requisition in E1

SPB Will Advise Next Steps

No

Furniture?

Yes

Generate O8 Requisition in E1

SPB Will Advise Next Steps

No

Motor Vehicle?

Yes

Generate OI Requisition in E1

SPB Will Advise Next Steps

No

Communications Equipment?

Yes

Generate OT Requisition in E1

OCIO Will Advise Next Steps

No

All Other Restricted Items

Yes

Generate OW Requisition in E1

SPB Will Advise Next Steps

No

Seeking an exception from competitive bidding requirements under 73-813(1)?

Yes

Generate O8 Requisition in E1

SPB Will Advise Next Steps

No

Contain IT?

Yes

Generate ON Requisition in E1

SPB Will Advise Next Steps

No

Exempt from competitive bidding requirements under 73-813(2)?

Yes

Generate Z5 Requisition in E1

Generate CC from Z5

No

Available on Statewide Contract?

Yes

Generate OG

Legend

ON - IT Requisition
OT - Communications Equipment Requisition
OI - Motor Vehicles Requisition
OR - Commodity Requisition
OW - Restricted Item/Trade-In Requisition
Z5 - Exempt Commodity Requisition
O8 - Exception Requisition

OP - Commodity Purchase Order
ZO - SPB Authorized Purchase Order

CC - Agency Managed Commodity Contract