



Jim Pillen, Governor

To: All State Agencies
From: Department of Administrative Services, Materiel Administrator
Application: Purchasing
Subject: Restricted Items
Effective Date: 03-02-2026

The following items are restricted from direct purchase authorization at any amount and typically require additional approval or authorization as noted below:

1. **Printing Services** – Under Neb. Rev. Stat. § 81-152(3) the Materiel Division Print Shop is responsible for coordinating all printing and reproduction operations of the state, including receiving bids and placing orders. Agencies should reach out directly to Print Services regarding specific printing requests, Print Services will then determine whether the work can be completed by Print Services or if an outside vendor is best. When the work cannot be completed by Print Services, agencies should then submit an **(OW) requisition** in PFC (E1) for any printing requests and include prior correspondence with Print Services. Please contact Printing Services at 402-471-2826 for assistance.
2. **Copy Services** – Under Neb. Rev. Stat. § 81-152(4). Copy Services is responsible for the purchasing and placement of all copier requirements. Please contact Copy Services at (402) 471-1073 for assistance.
3. **Mail Equipment, Postage Meters, Postage, and Scales, etc.** – Pursuant to Neb. Rev. Stat. § 81-152(2) the Materiel Division Mail Center is responsible for all mailing operations, transportation of material, tracking shipments, and making freight claims. Agencies should reach out directly to the Mail Center for all mail equipment, postage meters, postage and scale purchases. If the Mail Center cannot provide the items, agencies should then submit an **(OW) requisition** in PFC (E1) and include prior correspondence with the Mail Center.
4. **Micrographic Equipment** – Pursuant to Neb. Rev. Stat. § 84-1222 the State Records Administrator must approve all purchases of any microfilm system or equipment. Agencies should reach out to the State Records Administrator directly regarding any of these purchases. If the purchase is approved by the State Records Administrator, agencies should then submit an **(OW) requisition** in PFC (E1) for requests for this type of equipment as well as the approval from the State Records Administrator.


Michelle Potts, Materiel Administrator

Department of Administrative Services | MATERIEL DIVISION

1526 K Street, Ste. 130
Lincoln, Nebraska 68508

OFFICE 402-471-6500
FAX 402-471-2089

das.nebraska.gov

5. **Motor Vehicles:** All contract purchases of passenger vehicles require approval from the DAS Transportation Services Bureau (TSB), with the exception of special-use vehicles described in State Statute Neb. Rev. Stat. § 81-1011(3)(b). Agencies should generate an **(OU) purchase order** in PFC (E1). Once approved by TSB, the ordering agency is responsible for e-mailing the purchase order to the contractor.
 - a. Special-Use Vehicles: Exceptions to Statute Neb. Rev. Stat. § 81-1011(3)(b) require the issuance of a **(OK) purchase order** in the PFC (E1). The ordering agency is responsible for providing the purchase order to the contractor via e-mail.
 - b. Vehicle Not on Contract: If an agency needs a vehicle that is not on contract, the agency should submit an **(OI) requisition** in PFC (E1) that will route to TSB for approval.
 6. **Weapons/Firearms** – Pursuant to Neb. Rev. Stat. § 81-152(5), SPB is responsible for all purchases by all state agencies. It is the policy of SPB that all weapons/firearms must be processed through SPB. Weapons/Firearms of all types/models including tasers, hunting knives, etc. are considered weapons. Agencies should submit an **(OW) requisition** in PFC (E1). Holsters, accessories, and ammunition are not considered weapons.
 7. **Trade-Ins** – Pursuant to Neb. Rev. Stat. § 81-153(3) Materiel Division has the power and authority to initiate trade-ins when determined to be in the best interest of the State; thus it is policy that all trade-ins must be approved by Surplus Property and processed through SPB **PRIOR** to trading in any equipment, regardless of cost. Agencies should submit an **(OW) requisition** in PFC (E1).
 8. **Information Technology (IT) Items** – Pursuant to Neb. Rev. Stat. § 81-1117, the OCIO must approve the acquisition of any information management item prior to any purchase. This includes computer equipment, peripheral devices, software, maintenance and professional services for any IT project.
 9. **Telecommunication Equipment** – Under Neb. Rev. Stat. § 81-1120.17, the OCIO, Division of Communications, is responsible for the acquisition, coordination and consolidation of all telecommunications equipment and services to include, telephone equipment, and services; data communications equipment, and services to include switches, routers, and hubs; and radio equipment. All telecommunications requests for equipment and services must be submitted via PFC (E1) on the **(OT) requisition** document type.
 10. **U.S. Flags and International Ethical Commitments** – It is the policy of the Department of Administrative Services to ensure that any flag of the United State of America purchased by the State of Nebraska is made on U.S. soil by Americans. The Department of Administrative Services also has an International Ethical Commitments policy that prohibits DAS from procuring goods from countries that the Office of Foreign Assets Control of the U.S. Department of Treasury has sanctioned and from the Chinese Communist Party (“CCP”) or from companies owned by the CCP. Such policies can be viewed at our website [DAS Website: Forms and Documents \(nebraska.gov\)](https://www.das.nebraska.gov/forms-and-documents).
- 

11. **Broadband Security** – Pursuant to [Executive Order No. 23-05](#), the State may not award any grant funding designated for broadband deployment in Nebraska to any provider using or deploying communications equipment and services developed by organization on the Federal Communications Commission’s Covered List.
12. **Furniture** – Please see the Furniture Policy.

