



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES
Gerry Oligmueller
Acting Director

STATE OF NEBRASKA
Department of Administrative Services
Service Purchases
Two-Way Match Policy

State Statute 73-501 through 73-509 requires service contracts, no matter the dollar amount, to be entered into the procurement section of NIS.

- For Services Purchases under \$25,000 with a Service Contract an agency may pay directly from the invoice and not create a Purchase Order (Z8).
- For one time Services Purchases under \$25,000 without a Service Contract an agency may pay directly from the invoice.
- Where a Service Contract exists and the contract is valued between \$25,000 and \$50,000 an agency may issue Purchase Orders (Z8) Two-Way Match Purchase Order and process payment(s) against the Service Contract (O4).
- Service Purchases between \$25,000 and \$50,000 without a written contract, an agency may create a Two-Way Match Purchase Order (Z8) to place the order and process the payment via the two-way match process.
- Where a Service Contract exists and the contract is valued over \$50,000 Purchase Orders (O9) must be generated from the Service Contract (O4) using the three-way match process to process payment.
- On Service Purchases over \$50,000 without a written contract (example: emergency services), A copy of the contract and agency justification of the emergency must be submitted using the Deviation Request (O8) within three business days after contract approval. After all approvals have been received, direct entry of a Purchase Order (O9) is required and the payment is processed, using the three-way match process.

Exceptions: At this time, the two way match policy may not be utilized for the Purchase of Commodities and IT Service Purchases.

Signature: _____

Date: _____

3-30-06

Materiel Division • Don J. Medinger, Administrator

301 Centennial Mall South • P.O. Box 94847 • Lincoln, Nebraska 68509-4847 • Phone (402) 471-2401 • Fax (402) 471-2089

An Equal Opportunity/Affirmative Action Employer

Printed with soy ink on recycled paper