



Requirements for Submitting a Requisition

- ❖ ***If you are purchasing goods on the GA First Marketplace:***
 - You do not need a formal quote. You can use the catalog or the punchout system to add your items to the cart. You must still be aware if any of the items are on a Mandatory State Contract and using the appropriate supplier if so.
 - If you are purchasing goods for an event, Flyer/Promotion for event must be attached.
- ❖ ***If you are purchasing a good on a Special Request requisition:***
 - You will need a formal quote from the company. See How To- Quotes for help with a quote. You must still be aware if any of the items are on a Mandatory State Contract and using the appropriate supplier if so.
 - If you are purchasing goods for an event, Flyer/Promotion for event must be attached.
- ❖ ***If you are purchasing a Service from a company on a Special Request requisition:***
 - You will need a formal quote for the supplier.
 - If service is greater than \$2,499.99, you will need a notarized eVerify affidavit.
 - If service is for an event, Flyer/Promotion for event must be attached.
- ❖ ***If you are purchasing a Service from an Independent Contractor on a Special Request requisition:***
 - You will need a completed Monetary Service Agreement.
 - If the supplier has provided a separate scope of work, it must also be attached.
 - You will need a completed Determination of Status form.
 - If service is greater than \$2,499.99, you will need a copy of the front and back of Driver's License or other state issued ID.
- ❖ ***If you are purchasing food/catering:***
 - You will need a formal quote for the supplier.
 - You will need the Food Purchase Pre-Approval form filled out completely and detailed.
 - You will need a flyer/promo for the event.
 - Meals must abide by the State Per Diem limits, regardless of who is attending.
 - Meals must abide by all other limits outlined in the [BPM Sections 19.7 and 19.8](#)
- ❖ ***If you are purchasing clothing on a Special Request requisition:***
 - You will need a formal quote for the supplier.
 - You will also need a completed Employer Provided Clothing form completely filled out.
 - Each article of clothing must be accounted for.