



**UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL**

**Section 2.10 – Requisition Requirements Chart**

This chart summarizes the common requirements for what information must be included and or attached to a requisition in BuyWays.			
Type of Procurement	Up to \$10K	\$10K-\$50K	\$50K and Over
<b>Material Purchases (Not On Contract)</b>	<ul style="list-style-type: none"> <li>Attach: The Applicable Quote</li> </ul>	<ul style="list-style-type: none"> <li>Attach: 3 quotes or NCAJ*</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> </ul>
<b>Contracts for Services (Not On Contract)</b>	<ul style="list-style-type: none"> <li>Include: Brief Description of the Services to be Provided in the Internal Notes</li> <li>Attach: Scope of Services (recommended)</li> <li>Attach: Independent Contractor Status Form (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Attach: Signed Scope of Services</li> <li>Attach: Signed Contract for Services</li> <li>Attach: Independent Contractor Status Form (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Attach: Signed Scope of Services</li> <li>Attach: Signed Contract for Services</li> <li>Attach: Independent Contractor Status Form (if applicable)</li> <li>Reference: Bid Number or Include NCAJ</li> </ul>
<b>Goods &amp; Services (On University, State, MHEC or E&amp;I Contract)</b>	<ul style="list-style-type: none"> <li>Attach: Applicable Quote or Proposal</li> <li>Reference: Contract Number</li> </ul>	<ul style="list-style-type: none"> <li>Attach: Applicable Quote or Proposal</li> <li>Reference: Contract Number</li> </ul>	<ul style="list-style-type: none"> <li>Attach: Applicable Quote or Proposal</li> <li>Reference: Contract Number – Not to Exceed \$75,000 without prior procurement approval</li> </ul>
<b>Equipment Maintenance/Operational (Not On Contract)</b>	<ul style="list-style-type: none"> <li>Include: a brief description of the services to be provided</li> </ul>	<ul style="list-style-type: none"> <li>Include: a brief description of the services to be provided</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> <li>Attach: Service Contract (approved by procurement)</li> </ul>
<b>Software Maintenance/Licensing (Not On Contract)</b>	<ul style="list-style-type: none"> <li>Attach: Applicable Quote or Proposal</li> <li>Attach: Signed Agreement (approved by procurement)</li> </ul>	<ul style="list-style-type: none"> <li>Attach: Applicable Quote or Proposal</li> <li>Attach: Signed Agreement (approved by procurement)</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> <li>Attach: Signed Agreement (approved by procurement)</li> </ul>
<b>Equipment Rental/Lease/Lease-Purchase (Not On Contract)</b>	<ul style="list-style-type: none"> <li>Attach: The Applicable Quote</li> <li>Attach: Lease Agreement (approved by procurement)</li> </ul>	<ul style="list-style-type: none"> <li>Attach: 3 Quotes or NCAJ</li> <li>Attach: Lease Agreement (approved by procurement)</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> <li>Attach: Lease Agreement (approved by procurement)</li> </ul>
<b>Construction &amp; Public Works</b>	<ul style="list-style-type: none"> <li>Attach: The Applicable Quote</li> <li>Reference: Prevailing wage information in external notes</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> <li>Reference: Prevailing wage information in external notes</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> <li>Reference: Prevailing wage information in external notes</li> </ul>
<b>Vehicles Purchase/Rental/Lease/Lease- Purchase (Not On Contract)</b>	<ul style="list-style-type: none"> <li>Attach: 3 Quotes</li> <li>Attach: Lease or Rental Agreement (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> <li>If applicable, Attach: Signed Lease or Rental Agreement (approved by procurement)</li> </ul>	<ul style="list-style-type: none"> <li>Reference: Bid Number</li> <li>If applicable, Attach: Signed Lease or Rental Agreement (approved by procurement)</li> </ul>
<b>Performers</b>	<ul style="list-style-type: none"> <li>Attach: Performer Terms of Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Attach: Performer Contract for Services (approved by procurement)</li> </ul>	<ul style="list-style-type: none"> <li>Attach: Performer Contract for Services (approved by procurement)</li> <li>Reference: Bid Number or Attach NCAJ</li> </ul>

\*Non-Competitive Award Justification (NCAJ) refer to *Section 4.11 - Non Competitive Award Justification (NCAJ) for Equipment* and *Section 5.7 – Non Competitive Award Justification (NCAJ) for Services*