



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 5.6 - Requisitions for Services

1. **BuyWays Requisitions for Services:** Requisitions for services must be entered prior to the commencement of any services using appropriate account and commodity codes, and must comply with all other applicable policies and procedures. Requisitions must also include the attachments listed below as applicable.
 - a. Include a brief description of the service(s) to be provided in the “Description Line”
 - b. If applicable, reference the appropriate contract number in the “Internal Notes”
 - c. If applicable, include the following documents as attachments in the “Internal Notes”
 - Scope of Services
 - Contract for Services
 - Signed Non Competitive Award Justification
 - Signed Independent Contractor Determination
 - Applicable Quote or Proposal