

Required Supporting Documents for Requisitions

Requisition Type	ICED Form	Quotes	Informal Bid Intake	Waiver of Bid	Statement of Work	Contract	Invoice
Check Request							Internal Attachment
Quick Order		At least one quote; External Attachment					
Restricted Goods under \$50k Goods Form		At least one quote; External Attachment				Internal Attachment; if Applicable	
Goods \$50k-\$250k		At least two quotes; External Attachment for <u>selected</u> supplier	Internal Attachment	Internal Attachment; if Applicable		Internal Attachment; if Applicable	
Goods \$250k+ <i>If not by a Bid Process</i>				Internal Attachment; if Applicable		Internal Attachment; if Applicable	
Restricted Services under \$50k Service From	Internal Attachment	At least one quote; External Attachment			External Attachment	Internal Attachment; if Applicable	
Service \$50k-\$250k	Internal Attachment	At least two quotes; External Attachment for <u>selected</u> supplier	Internal Attachment	Internal Attachment; if Applicable	External Attachment	Internal Attachment; if Applicable	
Service \$250k+ <i>If not by a Bid Process</i>	Internal Attachment			Internal Attachment; if Applicable	External Attachment	Internal Attachment; if Applicable	

⚠ Upload Internal Attachments to Line 1 only. Ensure only one copy of a document is included per requisition. Multiple copies of the same document will delay the requisition approval process.

[*Types of Purchases](#)