REQUISITION TYPE METHODOLOGIES

The chart below outlines the different Workday Requisition Types and the methodologies for each. Refer to **Procurement Resources** for any referenced forms (all are bolded). In all cases, the quote (or contract, if applicable) must be attached to the requisition and must be referenced on the requisition, preferably in the "Memo to Suppliers" field.

Please select the most applicable requisition type. For example, even if a requisition is under the 1 Quote threshold, if the good/service is under a University Contract, BOT Waiver of Advertising, or one (1) of the four (4) Cooperative Contract methods, please select that applicable requisition type. This guidance applies to all requisition types.

Requisition Type	Methodology
1 Quote	One (1) written quote is required for all purchases under the applicable quoting threshold: • **General Goods & Services**: $0 – 23,959 • **Public Works**: $0 - $8,519 The quote must be attached to the requisition.
3 Quotes	Three (3) quotes are required for all purchases within the applicable quoting threshold: • **General Goods & Services**: $23,960 – $119,799 • **Public Works**: $8,520 – $42,599 All three (3) quotes must be attached to the requisition. Refer to the **Competitive Quote Form** for additional guidance.
University Contracts (UNC #)	A competitive procurement process issued by Procurement Services. This applies to all publicly bid Request for Proposals (RFP) and any invite-only RFP/Qs issued by Procurement Services, at any value. Procurement Services commonly manages the procurement process over the applicable bid threshold: • **General Goods & Services**: $119,800 • **Public Works**: $42,600 **The UNC # must be referenced on the questionnaire and the requisition (Memo to Suppliers)**
Waiver of Advertising	A **Waiver of Advertising Request** in which the Using Department manages the procurement process. This process may be used instead of a procurement process issued by Procurement Services if the goods or services meet one of the statutory waivers to public bidding that can be found in the **List of Exemptions by Statute to Publicly Advertised Bids**, as approved by Procurement Services. This applies to purchases over the applicable bid threshold: • **General Goods & Services**: $119,800 • **Public Works**: $42,600 **The Waiver # must be included on the questionnaire and the requisition (Internal Memo)** *Note: BOT approval is required for all procurements over $850,000. If the procurement was issued by Procurement Services "University Contracts (UNC #)" or a Cooperative Contract, that requisition type should be selected, even if it was presented to the Board for approval.*

REQUISITION TYPE METHODOLOGIES

State of New Jersey Cooperative Contract	Contracts awarded by the State of New Jersey that the University can utilize. Refer to **Cooperative Contracts Type # 1** for additional information. The Cooperative Contract Name (New Jersey State Contract) and # must be referenced on the requisition **(Memo to Suppliers)** and on the questionnaire. The Cooperative must be referenced on the quote. Any additional support documentation (such as additional quotes) must be attached, as applicable.
Federal GSA Cooperative Contract	Contracts awarded by the Federal Government that the University can utilize. Refer to **Cooperative Contracts Type # 2** for additional information. Cooperative Contract Name (Federal GSA Contract) and # must be referenced on the requisition (**Memo to Suppliers**) and on the questionnaire. The Cooperative must be referenced on the quote. Any additional support documentation (such as additional quotes) must be attached, as applicable.
Local Cooperative Contract	Contracts awarded by New Jersey entities that the University can utilize. Refer to **Cooperative Contracts Type # 3** for additional information and a list of currently approved entities. Cooperative Contract Name and # must be referenced on the requisition (**Memo to Suppliers**) and on the questionnaire. The Cooperative must be referenced on the quote. Any additional support documentation (such as additional quotes) must be attached, as applicable.
Nationally Recognized Cooperative Contract	Contracts awarded by National entities that the University can utilize. Refer to **Cooperative Contracts Type # 4** for additional information and a list of currently approved entities. Cooperative Contract Name and # must be referenced on the requisition (**Memo to Suppliers**) and on the questionnaire. The Cooperative must be referenced on the quote. Any additional support documentation (such as additional quotes) must be attached, as applicable.
Sole Source	Used when only one (1) supplier is capable of providing a good or service. The **Sole Source Form**, along with any additional support, must be attached to the requisition.
Emergency Procurement	Used in situations when the health, safety, welfare, or critical economy and efficiency of the University or its property requires an emergency procurement. The **Emergency Procurement Form** must be completed and attached to the requisition.
Punch-Out Catalog	Used for contracts that punch out to the supplier's online catalog website through Workday. All punchouts are listed on the **Active Supplier Contracts** webpage.