

# Requisitions from Agencies to the Division

Under the Montana Operations Manual policy:

A. All agencies shall complete the division's requisition form when a state purchase order or contract is required from the division. The requisition must be signed or electronically approved by an authorized agency official, and it must be accompanied by specifications as described in ARM 2.5.501.

B. Requisitions for printing must be forwarded to the Print and Mail Services Bureau.

C. Requisitions for all supplies and services falling outside an agency's delegated authority must be submitted to the State Procurement Services Division.

D. Agencies must obtain written approval for equipment described in ARM 2.5.202, which must accompany the requisition.

E. Upon receipt of a requisition, will initiate and schedule the solicitation.

F. The division may cancel a requisition if deemed appropriate for reasons such as, but not limited to, the following.

The requisition:

1. does not contain sufficient specification.
2. cannot be processed in a timely manner;
3. has no evidence of approvals required in (D); or
4. does not comply with all the requirements of these rules.

G. Requisitions for supplies and services to be purchased with funds from a given fiscal year must be submitted to the division by:

1. April 1 of that fiscal year for a request for proposals; and
2. May 1 of that fiscal year for an invitation for bid, or sole source request.

**Please note:** After submitting the requisition and all applicable information into the State of Montana's eProcurement system (eMACS), please allow a minimum of 14 days for a Contracts Officer to be assigned the project.

# REQUISITION

## State Procurement Services Division

Montana Department of Administration  
P.O. Box 200135  
Helena, MT 59620-0135  
(406) 444-2575

### Billing

Name:  
Agency:  
Division:  
Address:  
City, State, Zip:

### Shipping (if different from billing address)

Name:  
Agency:  
Division:  
Address:  
City, State, Zip:

### Contact Information

Date:  
Agency Requisition #:  
Phone:  
Email:

### Solicitation Method

- Sole Source  
 Invitation for Bid (IFB)  
 Request for Proposal (RFP)  
 Cooperative Agreement

### Project Information

Short Project Title:  
Fiscal Year:  
Funding Source: (i.e., State, Fed, HB 10)  
Could this project be done as an enterprise agreement?  Yes  No

Additional Information:

Qty	Unit	Description	Est. Unit Price	Total

### Approvals

Agency Procurement Officer:

Authorized Approver:

Director (if applicable):

Office of Budget and Program Planning Approval (must be submitted within 90 days of OBPP approval):