



Requisition Process

You prepare requisitions for goods and services over \$3,000 and some other goods and services. The OIG has contracted with the Bureau of Public Debt for their contracting officers to procure these goods and services.

When do I need to prepare a requisition?

Purchase is more than \$3,000
Purchase exceeds your credit card limits
Vendor doesn't accept the purchase card
All maintenance agreements

Phones, copiers, and computer hardware/software (equipment/service)
Furniture and file cabinets
Building maintenance and services

How do I prepare a requisition?

You prepare requisitions with the Prism system at <http://arc.publicdebt.treas.gov/fs/fstoig1.htm>. Please ensure you complete all required fields by validating requisitions before routing to the appropriate reviewer or your approving official.

If you want the contracting officer to consider purchasing from a specific vendor and the purchase is for more than \$3,000, please provide an objective and reasonable justification. When preparing a requisition, you need to avoid potential conflicts of interest or the appearance of conflicts of interest. If you have any questions whether your requisition could constitute a conflict of interest, contact your supervisor and the Office of Counsel.

Who approves my requisition?

Once you have completed and validated your requisition in Prism, route it:

For computer or telecommunications hardware, software, and services, select route to reviewer and then select "Director, Information Technology." (He or she will route it back to you for you to do step 3.)

For furniture and file cabinets, select route to reviewer and then select "Director, Asset Management." (He or she will route it back to you for you to do step 3.)

For all other requisitions, route them to your approving official who has knowledge of your office's budget, and is authorized to spend those funds on behalf of your office.

In all cases, only after your approving official approves it, will the requisition route to BPD for processing.

Who do I call?

For problems entering or routing a requisition in Prism, please call BPD at (304) 480-8000.

For questions about this policy, please contact the Office of Management at (202) 927-5200 or OIG-OM@oig.treas.gov.