Deadlines for All Local Procurement Requests (Agreements, Purchase Orders, and Change Orders)

**ALL requests must be submitted in ServiceNow**

Submit no later than May 1 for Services:

🌟 **Agreement for Services regardless of amount**: Submit an AC&C and Statement of Work/Proposal as a Contract Request in Service Now. Once the Agreement is signed, Local Procurement will issue the Purchase Order.

🌟 **Change Orders for current Purchase Orders for Services**: Submit an AC&C and current unexpired Agreement in ServiceNow under Local Procurement (Contracts). If the Agreement has expired, Local Procurement will issue an Amendment or a new Agreement. Reference the current PO number. Local Procurement will issue an Amendment to the Agreement. And then issue the PO Change Order.

Submit no later than May 8 for Goods:

🌟 **New Purchase Orders for Goods with value of $10,000 or more**: Submit department approved Quote in Service Now under the Purchase Order and Payments tab (Establish a PO for Goods). BRC POP team to issue the Requisition. Local Procurement will approve the PO.

🌟 **Change Orders for current Purchase Orders for Goods with value $10,000 or more**: Submit a Quote in ServiceNow under Local Procurement (PO Change Order).

Please note:

🌟 Submitting without proper documentation and approvals will cause delay.

🌟 Submitting after the deadline, does not guarantee that your request will be processed this fiscal year. BRC will work on the ServiceNow items on a “first come, first served” basis.

🌟 Click here for previous Local Procurement Blasts topics such as Changes to Existing Purchase Orders, Hiring an Outside Consultant or Contractor (for new services).

Questions? Please contact your designated Local Procurement person (click on link below.)
Local Procurement Department Assignments