

Checklist: Requesting a Good or Service

Use this checklist to ensure that all required steps are followed when initiating a request for goods or services.

1. Preparation and Documentation

- Identify the good or service needed and ensure it aligns with the office's legislative functions.
- If necessary, consult the NPS Cheat Sheet or contact the Secretary to determine whether the expenditure is permissible.
- Obtain backup documentation (e.g., catalog page, website link, vendor quote, or specifications).
- If necessary, work with the Office of Procurement to explore vendors previously used by the Council.

2. Requisition Form Completion

- Complete a Requisition for Goods and Services form. A Requisition Form may be found on dccouncil.seamlessdocs.com/sc/ or by [clicking this link](#). The Office of the Secretary only accepts electronic requests.
- Ensure the form includes: description, quantity, estimated cost, suggested vendor (if known).
- Ensure the form includes a justification for the request. This justification must be tied to the Council's legislative duties.
- If required, attach backup documentation to the requisition form.

3. Authorization and Submission

- Submit the completed, signed requisition form and attachments to the Office of the Secretary.

4. Review and Approval

- Ensure revisions or clarifications requested by the Secretary's Office are addressed promptly.

5. Procurement Execution

Upon approval, the Office of Procurement selects the procurement instrument (purchase order or purchase card).

Office of Procurement authorizes the vendor to fulfill the order.

6. Delivery and Payment

Confirm receipt and inspect delivery of the good or service. This step often requires signing the invoice as satisfactory delivery confirmation.

Ensure the vendor submits an invoice through the e-Invoicing system (if required).