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™ If you are purchasing goods on the GA First Marketplace

- o You do not need a formal quote. You can use the catalog or the punchout system to add your items to the cart. You must still be aware if any of the items are on a Mandatory State Contract and using the appropriate supplier if so.
- o If you are purchasing goods for an event, Flyer/Promotion for event must be attached.

™ If you are purchasing a good on a Special Request requisition:

- o You will need a formal quote from the company. See [How to Write a Quote](#) for help with a quote. You must still be aware if any of the items are on a Mandatory State Contract and using the appropriate supplier if so.
- o If you are purchasing goods for an event, Flyer/Promotion for event must be attached.

™ If you are purchasing a Service from a company on a Special Request requisition

- o You will need a formal quote for the supplier.
- o If service is greater than \$2,499.99, you will need a notarized eVerify affidavit.
- o If service is for an event, Flyer/Promotion for event must be attached.

™ If you are purchasing a Service from an Independent Contractor on a Special Request requisition:

- o You will need a completed Monetary Service Agreement
 - f If the supplier has provided a separate scope of work, it must also be attached.
- o You will need a completed Determination of Status form.
- o If service is greater than \$2,499.99, you will need a copy of the front and back of Driver's License or other state issued ID.

™ If you are purchasing food/catering

- o Meals must abide by the State Per Diem limits, regardless of who is attending.
- o Meals must abide by all other limits outlined in the [BPM Section 19.8](#)

™ If you are purchasing clothing on a Special Request requisition

- o You will need a formal quote for the supplier.
- o You will also need a completed Employer Provided Clothing form completely filled out.
 - f Each article of clothing must be accounted for