WORKDAY AWARD TYPES

RIFANS	Workday	Workday Details
Standard Purchase Order	**Purchase Order**	• Requisition entered with a dollar amount on the line(s) • Encumbers funds • Mostly one time purchase • Payment done via Create Receipt
Contract Purchase Agreement	**Contract**	• $0 Requisition • Does **not** encumber funds • Long term engagement • No line items • Releases done via Release PO from Award
Blanket Purchase Agreement (RIFANS 'Store')	**Contract Catalog**	• $0 Requisition • Does not encumber funds • Line items submitted through Submit Catalog Load Excel Spreadsheet • Hosted and roundtrip catalogs • Releases done via Release PO from Award using Search Catalog

Workday Requisition Type Name	Requisition Use	Award Types	Required Attachments
Arch Eng & Consultant (less than $20k)	For requisitions under $20,000 involving Architects, Engineers, and Consultants, the AEC justification form and three quotes are required. The form must be signed by the Chief Procurement Officer. Before initiating the AEC process, determine whether the service needed can be fulfilled through an MPA mini-bid utilizing MPA-494: Architectural Services or MPA-584: Engineering Services.	• Purchase Order	• AE&C Justification Form • Quote • Quote 2 • Quote 3
Delegated Authority	This requisition type is specifically designated for Delegated Authority and may only be used for approved procurements. Authorization is restricted to procurement activities that the Chief Purchasing Officer or Director of Administration has formally approved in writing, granting the Agency the authority to carry out the specified procurement processes.	• Purchase Order • Contract • Contract Catalog	• Delegated Authority Approval Letter • Quote
Disaster Recovery	This requisition type is exclusively for declared disasters and associated recovery efforts. It is not intended for single-use emergencies; refer to the “Emergency” requisition type and its procedures for such situations. If you require clarification, consult your CFO for further guidance.	• Purchase Order	• Supporting Documentation
Emergency	This requisition type is designated for limited use in emergency procurements necessary to address immediate threats to public health, welfare, or safety; critical equipment failures; or risks to property and essential operations. Prior written emergency authorization must be obtained from the State Purchasing Agent or a Deputy Purchasing Agent before proceeding with the procurement.	• Purchase Order	• Emergency Email Authorization • Supporting Documentation
Grant	This requisition type is designated for Grants requiring a Purchase Order. If you are unsure whether this requisition applies to your grant, contact your CFO or the Grants Management Office for guidance on the appropriate system to use.	• Purchase Order • Contract • Contract Catalog	• Supporting Documentation
Lease Equipment	This requisition type is designated for any negotiated leases for equipment.	• Purchase Order • Contract • Contract Catalog	• Supporting Documentation
Lease Property/Land	This requisition type is designated for any negotiated leases for property or land. This may require approval from the State Properties Committee.	• Purchase Order • Contract • Contract Catalog	• Supporting Documentation
Leg Grant	This requisition type is intended for limited use in processing approved Legislative Leg Grants and requires a Purchase Order. If you are uncertain, please consult your CFO or the Leg Grants Management team for further guidance.	• Purchase Order	• Supporting Documentation
MPA Mini Bid	This requisition type is designated for Master Price Agreement (MPA) Mini Bids conducted at the agency. Please ensure that the supporting documentation for the mini-bid, including details of the recommended vendor selected for	• Purchase Order • Contract • Contract Catalog	• SOW Email with Vendor Responses • Tentative Selection Documentation

	the award, is attached.		
Other	The ‘Other’ requisition type should be used sparingly, as agencies are encouraged to select a specific requisition type whenever possible. If you are unsure which requisition type to use, please consult your CFO for guidance. The Division of Purchases will reject your requisition if a more appropriate requisition type is available. Acceptable uses for the ‘Other’ requisition type include miscellaneous expenses, subscriptions, and vehicle acquisitions.	• Purchase Order • Contract • Contract Catalog	• Supporting Documentation
Other - Under $500	This requisition type is designated for “Other” transactions under $500 and is intended for limited use. P-Cards should be the primary method of payment for small transactions. However, for purchases requiring a Purchase Order, this requisition may be used. Examples of applicable transactions include: • Catering for an event with a required attendee list. • Small grant-related expenses.	• Purchase Order	• Supporting Documentation
Request for Legal Counsel	This requisition type is designated exclusively for the procurement of Legal Counsel and requires an approved Letter of Engagement. General legal services should be processed under alternative requisition types. If you are uncertain about the appropriate requisition type, please consult with your CFO for guidance.	• Purchase Order • Contract • Contract Catalog	• RLC Approved form w/Letter of Engagement • Exempt Justification
Single/Sole Source	This requisition type is designated for Single/Sole Source vendors and requires review and approval by the Division of Purchases.	• Purchase Order • Contract • Contract Catalog	• Single/Sole Source Justification Form • Quote
Small Purchases Delegated Authority	This requisition type is designated for Small Purchases Delegated Authority (SPDA) and applies to the procurement of goods and services valued between $500 and $10,000. It is available for use by all agencies and requires a three-quote process along with a fully approved justification form. For construction-related goods and services, please utilize the "Small Purchases Delegated Authority – Construction" requisition, as the applicable threshold differs.	• Purchase Order	• SPDA Justification Form • Quote • Quote 2 • Quote 3
Small Purchases Delegated Authority - Construction	This requisition is designated for Small Purchases Delegated Authority (SDPA) in Construction within the $500-$25,000 threshold. It is available for all agencies and requires the following: • A three-quote process to ensure competitive pricing. • A fully approved justification form to document the purchase.	• Purchase Order	• SPDA Justification Form • Quote • Quote 2 • Quote 3
Solicitation	This requisition facilitates the engagement of Purchases to publicly issue a competitive solicitation. Before proceeding with a competitive solicitation, consider whether an MPA Mini Bid or Small Purchases Delegated Authority may fulfill the required service within the established thresholds.	• Purchase Order • Contract • Contract Catalog	• Supporting Documentation