

Helpful Purchasing Links and Information:

OBFS Training and Purchasing Information

- P-Card <https://www.obfs.uillinois.edu/card-services/p-card/>
- T-Card (Travel) <https://www.obfs.uillinois.edu/card-services/t-card/>
- Miscellaneous Purchases/Employee Purchase Reimbursement <https://www.obfs.uillinois.edu/payments/>
- OBFS Purchases Glossary of Terms: <https://www.obfs.uillinois.edu/purchases/glossary/>

OBFS Training Center

<https://www.obfs.uillinois.edu/training/materials/>

- Banner Requisition Training and Job Aids
- iBuy Training and Job Aids
- Purchasing and Receiving
- Card Services Link (P-Card & T-Card)

Submitting a Requisition

- When submitting a Banner requisition to Urbana Purchasing, please forward any attachments to urbanapurchasing@uillinois.edu and add the requisition number to the subject line.

Submitting a BID or RFP

- **Submit the UIUC Sealed Bid and RFP Request Form**
 - <https://www.obfs.uillinois.edu/purchases/procedures-rules/rfp-specifications/>
- To initiate the procurement process, please submit an approved Banner requisition for the product/service required. Please
 - Type “For Bid” in the vendor field.
 - Provide a brief description in the Commodity Description, using item text as required.
 - Use a Quantity of “1” and a “Unit Price” of \$.01 or the project budget amount.
- Upon completion, please submit this form and all attachments via email to urbanapurchasing@uillinois.edu, typing the requisition number in the subject line.

Submitting a Sole Source

- Please complete a sole source justification form (SSJF).
 - <https://www2.illinois.gov/sites/ppb/Pages/Resources.aspx>
- To initiate the procurement process, please submit an approved Banner requisition for the product/service required.
- Please submit the SSJF and any attachments via email to urbanapurchasing@uillinois.edu, typing the requisition number in the subject line.

State of IL Procurement Links

- IPHEC Bulletin: <http://www.procure.stateuniv.state.il.us/>
- Chief Procurement Officer website: <http://www2.illinois.gov/cpo/HigherEd/Pages/default.aspx>
 - “Statute and Rules” has a full list of legislative regulations that apply.
 - “Links” has some good reference sites.
- Procurement Code Link(General Assembly):
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=532&ChapterID=7>
- Procurement Code Rules (JCAR):
<http://www.ilga.gov/commission/jcar/admincode/044/04400004sections.html>