



North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

MEMORANDUM

TO: All Purchasing Officers at State Agencies, Institutions, Community Colleges and Universities

FROM: Odessa McGlown 

DATE: April 24, 2020

SUBJECT: Additional Electronic Forms Available

To become more efficient and effective, the Division of Purchase and Contract is now providing the following additional online eForms:

- [Contract Amendment/Renewal/Cancellation Request](#)
- [Invitation for Bid \(IFB\) Request](#)
- [Waiver of Competition Request](#)

Completion of these online forms will expedite processing of these types of requests. P&C will review the forms for completeness and accuracy and work with you as needed to complete the request. Please see the instructions below:

1. Access the appropriate form:
 - [Contract Amendment/Renewal/Cancellation Request](#)
 - [Invitation for Bid \(IFB\) Request](#)
 - [Preliminary Service Review Request](#)
 - [Procurement Card Single Transaction Limit Increase Request](#)
 - [Service Award Approval Request](#)
 - [Waiver of Competition Request](#)
2. Provide the required information and submit your request. A confirmation message will be sent via email.

The online forms can also be accessed from the *Electronic Procurement Requests* page in the *Procurement Information Portal*. For more information about the portal and to request access, see [Introducing the Procurement Information Portal](#).

If you have any questions or need additional information, please contact us at doa.pchelpdesk@doa.nc.gov.