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Government of the Virgin Islands
Department of
PROPERTY AND PROCUREMENT
"Keeping The People's House In Order"

DIVISION OF PROCUREMENT
STANDARD OPERATING POLICIES AND PROCEDURES
REQUISITIONS

Effective: June 2, 2026

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SOPP-DPP-PROC-002-2026 **Dated and Effective: June 2, 2026**

The information in this SOPP is current as of the effective date and supersedes and replaces all memoranda or guidance previously issued by DPP, and DOF in SOPP #105, on the same subject matter. DPP reserves the right, at its sole discretion, to update, delete, change, suspend, *discontinue, or otherwise alter the content of the SOPP, in whole or in part, at any time, with or without notice. It is incumbent upon all GVI employees to keep abreast of the policies and procedures governing their employment.*

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1.0 Introduction, Authority, and Purpose

This SOPP is developed to establish and improve policies and procedures for the planning, solicitation, award, and management of procurement and contracting services for the executive branch of the Government of the Virgin Islands (GVI).

Pursuant to Title 31, Chapter 23 of the Virgin Islands Code, the Department of Property and Procurement (DPP) is the Executive Branch Agency of the GVI with the statutory authority and responsibility for the acquisition of all goods and services for the executive branch agencies of the GVI, except for the judicial and legislative branches. Sections 235 and 236, specifically, require full and open competition in all purchases of and contracts for supplies, materials, equipment, and contractual services (except as provided for in Section 239(a)). As GVI's contracting officer, solely, the Commissioner of DPP has the authority to purchase or contract on behalf of all GVI's executive branch departments, offices, boards, institutions, and agencies. Only the Commissioner of DPP has the authority to approve purchases and award contracts. Thus, no department has independent procurement authority unless it is authorized pursuant to statute or delegation or waiver from the Commissioner of DPP.

In effectuating the executive branch's procurement activities, the GVI utilizes GVIBUY, which is the official system of record for government acquisitions, contract management and approvals, contract retention, invoicing, and vendor relations. The purpose of these Standard Operating Policies and Procedures (SOPPs) is to describe the processes and the role and responsibilities of users who enter, process, review, and approve requisitions in GVIBuy.

2.0 Scope and Effective Date

This SOPP is applicable to all GVI employees performing requisition functions within GVIBuy. The effective date of this SOPP is ***June 2, 2026***.

3.0 Standards of Conduct

All employees performing requisition functions must abide by the standards of conduct set forth in the Government of the Virgin Islands' (GVI) Code of Ethical Conduct (Executive Order No. 540-2025); DPP's Procurement Manual Rev.06/02/2026; and this SOPP.

4.0 Types of Requisitions – Processes and Procedures

There are four (4) types of requisitions in GVIBuy. They are:

1. Release
2. Open Market (Formal)
3. Open Market (Informal)
4. Request for Payment Requisitions (RPA)

4.1 Release Requisitions

A Release Requisition is a request to purchase items from a contract/MBPO. MBPO means Master Blanket Purchase Order. These requests convert to a Release Purchase Order.

4.1.1 From the Add Documents dropdown menu at the top, lefthand corner of the home page (image is a plus sign in a blue circle), select "Requisition" to open the Create New Requisition page.

4.1.2 The first step in creating a new requisition is to complete the **General Tab**. The General tab holds detailed general information about the requisition. The required information on the General Tab must be completed before any items can be added.

4.1.2.1 General Tab

4.1.2.1.1 *Short Description:* This is a required field. Users must enter a short description to help identify the requisition.

4.1.2.1.2 *Department and Location:* These are required fields. Using the dropdown menus, select the department and location the requisition is for if the default department and location displayed are not correct.

4.1.2.1.3 *Requisition Type:* Using the dropdown menu, select the requisition type (e.g. Release, RPA Release, RPA, or Open Market from the drop-down menu).

4.1.2.1.4 *Required By Date:* Enter the date by which the items on the requisition are required or use the calendar icon to select the date.

4.1.2.1.5 *Fiscal Year:* The fiscal year associated with the requisition must reflect the fiscal year in which the request is being made.

4.1.2.1.6 *Contact:* In the event of questions or concerns, enter the contact person's name for the requisition.

4.1.2.1.7 *Contact Phone:* Enter the contact person's phone number for the requisition.

4.1.2.1.8 *Purchaser:* Using the dropdown menu, select the purchaser for the requisition if there is no default or the default is not desired.

4.1.2.1.9 *Type Code:* This data field is not required for Release Requisitions and should be left blank.

4.1.2.1.10 *Alternate ID:* **CAUTION:** the alternate id field may be used by interface processing. **Do not** enter, delete, or change data within the alternate id field as it may cause invalid data or errors during the interface with external systems (e.g., the ERP).

4.1.2.1.11 *Print Format:* The print format is used for printing of the requisition.

4.1.2.1.12 *Estimated Cost:* Protected. The estimated cost for the requisition. This field is calculated by the system and cannot be modified by the user.

4.1.2.1.13 *Request Type:* This is a required field. Users must select "On-Contract Purchase Request".

4.1.2.1.14 *Warehouse:* This is a required field. Select N/A. Once the Pick Ticket module in the ERP is seamlessly integrated with GVIBuy, DPP will roll out purchasing from Central Stores in GVIBuy. For the time being, User Agencies must continue to purchase from Central Stores in the ERP **with local funds**.

4.1.2.1.15 *Solicitation Enabled:* This is used only for release type requisitions where the Standard Release Type Master Blanket Purchase Order allows the user to create a bid among the listed distributors when checked. Users should leave this field unselected. DPP will manage solicitation-enabled MBPOs.

4.1.2.2 Items Tab

The Items Tab allows users to add items and narratives to the requisition. When

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initially creating a requisition, the Items Tab is blank. To add an MBPO item, you must choose Release as the Requisition Type on the General Tab. Then, you will only be able to pick from established items setup on the MBPOs to which the user's agency has access.

4.1.2.2.1 Use the "Search Items" button to review existing MBPOs for items to add to the Release Requisition. From this view, you may search for items using "Search Using" (for example, "Computer Hardware") and selecting "Find It"; or you may expand the "Advanced Search" section of the view for a more definitive search.

4.1.2.2.2 Enter criteria for the search or leave the sections blank and click "Find It" to list all items. Items used frequently can be marked as "favorites" using the star icon in search results. *Note: Favorites is not supported on Internet Explorer 8 and earlier. The search utilizes a "like" function, which means you can enter a portion of the search field, and it will find all records that contain the criteria you entered. For instance, if you type 05 in the Contract/PO # field, the search will return all line items from purchase orders with "05" anywhere in the PO #. The results (line items that meet the criteria entered) will be displayed below the search criteria form.

4.1.2.2.3 Click the corresponding MBPO# to be taken to the items connected to the MBPO.

4.1.2.2.4 To add items, check the "Select" box and enter a quantity (this is important) for the selected items. At the bottom of the results screen, you will have two choices:

1) Add to Req and Exit – The system will close the search results window and return to the Items Tab, which will now include the added item(s).
2) Cancel & Exit -- Returns to the Items Tab without adding any items.
3) ***Note for Efficiency:** Users can enter one (1) Release Requisition to purchase items from different MBPOs. Once the Release Requisition is fully approved, different Release Purchase Orders will be created from the one (1) Release Requisition.

4.1.2.2.5 Once the user has populated all the requested items on the Items Tab, the user must review each sub-tab on the Items Tab. ***Note:** Users must ensure that line items that are Fixed Assets are flagged as Fixed Assets at this time.

4.1.2.2.6 On the General Tab of the Items Tab, users can edit an item by clicking on its Item # (this will return you to the Item's General screen), or delete an item by selecting its Delete checkbox and clicking "Save & Continue". ***Note:** Any information contained in the MBPO for each item will automatically populate for each line item on the requisition. However, missing data on the MBPO will not populate, particularly accounting data. Users must review each sub-tab of the Items Tab to ensure accurate data population.

4.1.2.2.7 On the Vendors Tab of the Items Tab, users must ensure all the vendors for all the individual items on the requisition are accurately populated. This data is automatically populated from the MBPOs, but users should validate.

4.1.2.2.8 Once the vendors for each individual line item are validated, users

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can continue to the Address Tab of the Items Tab. The Address Tab shows the Destination (Ship-to) and Invoice (Bill-to) address information for each item on the requisition. The Address information that is entered at the header level (on the requisition address tab) defaults as the address information for each item. Therefore, users should change the Destination (Ship-to) and Invoice (Bill-to) address information wherever necessary for each item on the requisition. ***Note:** Users **do not** need to create separate requisitions for the same items that need to be shipped to different locations. Users can **Copy** a line item, revise the quantities on the two (2) identical items, then revise each line item with the appropriate Ship-to and Bill-to addresses. To change an address, users can use the eyeglass icon next to the “ship-to” or “bill-to” fields.

4.1.2.2.9 The Accounting Tab of the Items Tab allows users to add or edit item level accounting information for each requisition item. Account information is **required** for Release Requisitions. An **Account Validation Error** will display if no accounting information has been added. To add accounting information, users should select each line item from the Accounting Tab. Once the accounting page is open for the specific line item, users can enter or search the Account Codes. ***Note:** Items can be funded by multiple accounts based on Dollars or Percentages.

4.1.2.2.10 The Notes Tab allows you to add a note to any or all of the items on the requisition to give additional information or special instructions. To add, edit, or delete a note of a specific item, select the item’s number. To add a note, enter your note information in the **Notes** field. Select “Save & Continue” or “Save & Exit**”** to save your entry and a new blank line will appear above your note allowing additional notes to be added for the item. To edit a note, enter the changes in the **Notes** field that you are the author. You cannot edit notes where you are not identified as the user in the **User** field. When you have completed the change to the **Note** field, select the “Save & Continue” or the “Save & Exit” to save the changes. To delete a note, check the box in the **Delete** column of the note to be deleted and select “Save & Continue” or “Save & Exit” button. You cannot delete notes where you are not identified as the user in the **User** field. Saved notes will appear on the **Summary** view (See Summary Tab) under the item in the **Items Notes** section.

4.1.2.3 Attachments Tab

4.1.2.3.1 Once the Items Tab is completed, users should move on to the next, relevant tabs. If vendors and addresses are completed under the Items Tab, then users should move to the Attachments Tab. In many cases, attachments are not needed for Release Requisitions. However, there are some cases in which Attachments are required. When purchasing items that are classified as Fixed Assets from MBPOs, users must attach the Fixed Asset Tracking Form to the Release Requisition. Users **can** attach additional documents to the Release Requisition that aid support of the purchase. ***Note:** DPP reserves the right to request additional documents and support to requisitions based on review, due diligence, and internal control.

4.1.2.4 Routing Tab

4.1.2.4.1 The Routing Tab shows the routing that a requisition must follow for approval that is determined by the requisition's approval path. The approval path for a requisition is displayed on the Routing Tab of the requisition. This tab will remain blank until an approval path is determined when the requisition is submitted for approval. After a requisition has been submitted for approval, detailed approver information will be listed here. After a Requisition has been submitted for approval, the Routing Tab will show the approvers for the requisition, along with detailed information about their approval action.

4.1.2.5 Notes Tab

4.1.2.5.1 The Notes Tab allows users to add, edit and delete notes to provide additional information or special instructions. Notes added from the Notes Tab are for the overall requisition and do not pertain to specific items on the requisition.

4.1.2.6 Reminders Tab

4.1.2.6.1 The Reminders Tab allows users to send reminders to a specified person on a specified date. Click the calendar icon to choose the Due Date, then enter the appropriate comments, determine who needs to be reminded and how many days prior to the event to remind them. Once the reminder is sent, the tab will be updated with that information. When a reminder is saved, another row appears in case more reminders are needed.

4.1.2.6.2 **NOTE**: By selecting "Send Email", an email notification will be sent to the user selected based on "Days Prior to Reminder**"**. Users **must** select "Send Email" for the system to remind the individual via email. Additionally, users **can** send reminders to themselves.

4.1.2.7 Summary Tab

4.1.2.7.1 The Summary Tab includes a summary of all the data included in the preceding tabs. Users should review the information in depth before submitting requisitions for approval.

4.1.2.7.2 The top section of the Summary Tab will display any errors or warnings for the requisition. **Errors** (in red) must be corrected before the requisition can be submitted for approval. **Warnings** (in yellow), however, will not prevent the requisition from moving through the approval process.

4.1.2.8 Review and Approval

4.1.2.8.1 To submit a requisition for approval, users must scroll to the bottom of the Summary Tab and select "Submit for Approval**"**. Then, follow the instructions on completing the submission.

4.1.2.8.2 Once submitted for approval, the requisition will follow the User Agency's internal approval path, which must end with the Agency Head as final approver. Once the requisition is approved by the Agency Head, the requisition will enter DPP's Procurement Team's queue for review and approval. This is the final level of approval for Release Requisition since the Commissioner of DPP is signatory on all MBPOs. ***Note:** Although Agency Heads are signatories on many of the MBPOs their agencies will purchase from, they are not signatories on all MBPOs.

4.1.2.8.3 Once a Release Requisition is fully approved, a Release Purchase Order will be created and ready for purchasing. Vendors are automatically notified by the system of the Purchase Order. Although the system will record when the vendors receive, acknowledge, and accept the purchase order, users can then contact the vendor(s) to confirm they received the Release Purchase Order(s) and provide any additional guidance/information. Users **can** print Release Purchase Orders and send them to vendors directly. For more information and guidance on Release Purchase Orders, please see SOPP-DPP-PROC-004-2026 (Purchase Orders).

4.1.2.8.4 If the requisition is **disapproved**, the requisitioner will receive a notice via email of the disapproval. The requisitioner must review the comment(s) affixed to the disapproval and follow the guidance as provided. ***Note**: To continue working on the requisition, the user must select "Reopen Requisition" at the bottom of the Summary Tab. However, the user should review the disapproval comment before reopening.

4.2 Open Market Requisitions (Formal)

This type of requisition is a request for items not contained on a contract/MBPO. These requests convert to formal bid solicitations based on statutory thresholds, requirements for full and open competition based on the needs of the User Agency or funding source, and purchases that demand the highest level of formality and transparency based on technicality and complexity.

DPP manages all formal solicitations in accordance with Title 31, Sections 235 and 236 of the Virgin Islands Code and Title 31, Chapter 23 of the Virgin Islands Rules and Regulations. The DPP employees who manage the formal solicitations are Evaluation Supervisors.

4.2.1 To begin, users must select "Requisition**"** from the Add Documents dropdown menu at the top, lefthand corner of the home page (image is a plus sign in a blue circle), to open the Create New Requisition page.

4.2.2 The first step in creating a new requisition is to complete the **General Tab**. The General tab holds detailed general information about the requisition. The required information on the General tab must be completed before any items can be added.

4.2.2.1 General Tab

4.2.2.1.1 *Short Description:* This is a required field. Users must enter a short description to help identify the requisition.

4.2.2.1.2 *Department and Location:* These are required fields. Using the dropdown menus, select the department and location the requisition is for if the default department and location displayed are not correct.

4.2.2.1.3 *Requisition Type:* Using the dropdown menu, select the requisition type (e.g. Release, RPA, Open Market (Informal) or Open Market (Formal) from the drop-down menu).

4.2.2.1.4 *Required By Date:* Enter the date by which the items on the requisition are required or use the calendar icon to select the date.

4.2.2.1.5 *Fiscal Year:* The fiscal year associated with the requisition must reflect the fiscal year in which the request is being made.

4.2.2.1.6 *Contact:* In the event of questions or concerns, enter the contact person's name for the requisition.

4.2.2.1.7 *Contact Phone:* Enter the contact person's phone number for the requisition.

4.2.2.1.8 *Purchaser:* Using the dropdown menu, select the purchaser for the requisition if there is no default or the default is not desired.

4.2.2.1.9 *Type Code:* This data field is not required for Open Market (Formal) Requisitions and should be left blank.

4.2.2.1.10 *Alternate ID:* **CAUTION:** the alternate id field may be used by interface processing. **Do not** enter, delete, or change data within the alternate id field as it may cause invalid data or errors during the interface with external systems (e.g., the ERP).

4.2.2.1.11 *Print Format:* The print format used for printing of the requisition.

4.2.2.1.12 *Estimated Cost:* Protected. The estimated cost for the requisition. This field is calculated by the system and cannot be modified by the user.

4.2.2.1.13 *Request Type:* This is a required field. Users must select "Procurement Request (Formal Solicitation)".

4.2.2.1.14 *Warehouse:* This is a required field. Select N/A. Once the Pick Ticket module in the ERP is seamlessly integrated with GVIBuy, DPP will roll out purchasing from Central Stores in GVIBuy. For the time being, User Agencies must continue to purchase from Central Stores in the ERP **with local funds**.

4.2.2.1.15 *Solicitation Enabled:* This is used only for release type requisitions where the Standard Release Type Master Blanket Purchase Order allows the user to create a bid among the listed distributors when checked. Users should leave this field unselected. DPP will manage solicitation-enabled MBPOs.

4.2.2.2 Items Tab

The Items Tab allows users to add items and narratives to the requisition. When initially creating a requisition, the Items Tab is blank.

4.2.2.2.1 To populate the line items on the requisition, users must select "Add Open Market Item".

4.2.2.2.2 Once the item is open, users must enter the information needed to identify the need and request. Users should use bid sheets, scopes of work/services, Project Worksheets, etc. to create the items on the

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requisition. The following fields must be populated:

4.2.2.2.2.1 *Description:* the description of the item as defined by the user. This can be the explicit name of a good, description of a service, etc. Users should think "down the line" on how the line items will be solicited and how the compensation schedules of the resulting contracts will be drafted. Remember, utilize bid sheets, scopes of work/services, Project Worksheets, etc.

4.2.2.2.2.2 *Item #*: BuySpeed automatically sequentially numbers each item you add to the requisition. The user cannot modify this field.

4.2.2.2.2.3 *Item Type*: The user can select *Normal* or *Narrative* as the type. Selecting *Narrative* will make it a non-item addition where the user can type in text to appear on the requisition.

4.2.2.2.2.4 *Print Sequence*: The item # is the default value for this field. The user can change this field if the print sequence needs to be different from the item number sequence. DPP suggests leaving the Print Sequence as the default value.

4.2.2.2.2.5 *Item Status:* Current status of the line item. It can be different from the requisition header status.

4.2.2.2.2.6 *Quantity:* The Quantity of the item being requested. The user can type in the amount of the item that is needed. The default value is zero. If the awarded contract will have an open-ended quantity value, users must leave the value as zero. Think Task Order Contract, Supply Contracts, Master Contracts, etc.

4.2.2.2.2.7 *Unit Cost:* The Estimated Unit Cost of the item. The user can type in an estimated unit cost per item. The default value is zero. Users can elect to leave this field as the default value. However, users can enter the estimated, or budgeted, cost of each item. This value will not be available to bidders once the formal bid is published on the site.

4.2.2.2.2.8 *UOM:* The Unit of Measure for the item. The user can type in a unit of measure or select a unit of measure from the drop-down menu. The default unit of measure is Each (EA). Users must select the UOM that is most accurate for the item, especially for Construction and Supply Contracts (e.g., tons, case, sq ft, cu ft, etc.).

4.2.2.2.2.9 *Total:* The Total Cost before tax. This value is calculated automatically. The formula used is: (Quantity x Unit Cost) – Total Discount Amount. The user cannot edit this field.

4.2.2.2.2.10 *NIGP Glass* ***and*** *NIGP Class Item:* The three-digit Class Code associated with the item and the two-digit Class Item associated with the item. Use the pull-down or click on the eyeglasses to do a search. Users must select the most appropriate and accurate NIGP Code for each line item that is being purchased. An inappropriate or inaccurate selection will negatively impact the requisition's review and approval. ***Note:** The NIGP Code is the equivalent of the Commodity Code in the ERP.

4.2.2.2.2.11 *Additional Product Information:* This section of the line item allows the user to provide additional information for the line item, including manufacturer, brand, model, make, etc. Users should provide as much information as possible to ensure bidders can provide cost-effective, accurate, and responsible bids. For instance, users should enter this information when requesting contracts for maintenance of generators, air conditioning units, vehicles, etc. ***Note: In most instances where users are purchasing new equipment, users cannot request the purchase of brand-name equipment.** Users should refer to SOPP-DPP-PROC-003-2026 or confer with DPP when considering the sourcing of brand-name equipment in limited instances as these types of requests contravene best practice and the Virgin Islands Rules and Regulations, as they can limit competition.

4.2.2.2.2.12 *Fixed Asset*: Users must identify each line item that is a fixed asset as a fixed asset by selecting "Yes" in the drop-down box. If the line item is not a fixed asset, users must select "No". This is a required field.

4.2.2.2.3 After completing all the necessary fields for the item, users can:

4.2.2.2.3.1 *Save & Add New* – the item is saved to the Items Tab and the fields are cleared so more items can be entered.

4.2.2.2.3.2 *Save & Exit* – the item is saved and the user is returned to the Items Tab.

4.2.2.2.3.3 *Save & Continue* – this will re-calculate the total and save everything entered, while staying on the same screen where further revisions can be made.

4.2.2.2.4 After completing review of the General Tab of the Items Tab, users should review and confirm the Ship-to and Bill-to addresses of each item that is being requested. Once the addresses are confirmed, users should select "Save & Continue".

4.2.2.2.5 The Accounting Tab of the Items Tab allows users to add or edit item level accounting information for each requisition item. Account information is **not required** for Open Market Requisitions (Formal). Once the request converts to a bid and then converts to an MBPO, users will enter the account information on the Release Requisitions created against the MBPO. For the awarded contracts/MBPOs to be approved and executed, users will utilize Verification of Funds letters issued by the Office of Management & Budget (OMB) as proof of funding, particularly when utilizing local funds. Please refer to DPP's Procurement Manual (Rev. 06/02/2026) and SOPP-DPP-PROC-004-2026 (Purchase Orders) for more guidance on forms of proof of funding and requirements for contracts/MBPOs to be approved and executed.

4.2.2.2.6 The Notes Tab allows you to add a note to any or all of the items on the requisition to give additional information or special instructions. To add, edit, or delete a note of a specific item, select the item's number. To add a note, enter your note information in the **Notes** field. Select "Save & Continue" or "Save & Exit" to save your entry and a new blank line will appear above your note allowing additional notes to be added for the item. To edit a note, enter the changes in the **Notes** field that you are the author. You cannot edit notes where you are not identified as the user in the **User** field. When you have completed the change to the **Note** field, select the "Save & Continue" or the "Save & Exit" to save the changes. To delete a note, check the box in the **Delete** column of the note to be deleted and select "Save & Continue" or "Save & Exit" button. You cannot delete notes where you are not identified as the user in the **User** field. Saved notes will appear on the **Summary** view (See Summary Tab) under the item in the **Items Notes** section.

4.2.2.3 Vendors Tab

4.2.2.3.1 Users can, and are encouraged to, add suggested vendors to the requisition to let DPP know which vendors might be able to supply the item(s) and to indicate to DPP to whom the User Agency would like bids to be sent. Please be aware that the bidder notification list **can** include more bidders than the agency suggests. Additionally, only **registered bidders** can be included on the bidder notification list. There are functions DPP can utilize to notify unregistered bidders, but this function occurs **after** the bid has been officially advertised.

4.2.2.3.2 To add vendors, users must select “Lookup & Add Vendors”. A popup window will be opened. First, users should scroll to the bottom of the popup window and select “Find Vendors for All Commodity Codes on the Req”. Then, users should select all the vendors and click “Save & Exit”. Once this is completed, users should review to ensure all the suggested vendors are included. If there are vendors that are not included based on the search via NIGP Code, then users should select “Lookup & Add Vendors” again. When the popup window is opened, users can search for the additional vendors by name or other criteria by inserting the relevant information and selecting “Find It” at the bottom of the pop window. Once the vendors are selected, users should select “Save & Exit”. Once users confirm that all suggested vendors are included, users must complete the other required field on the Vendors Tab – Bid Ending Date.

4.2.2.3.3 *Bid Ending Date:* This is a required field. This field gives bidders a deadline to get their quote in. This is a flexible date and can, and probably will, be changed once the requisition is converted to a bid and prepared for advertisement. Still, users must enter the date for which they expect to receive quotes from bidders.

4.2.2.3.4 There are other data fields on the Vendors Tab that users can manipulate, but they are not necessary since DPP will manage the formal bid once the requisition is approved and converted. Before maneuvering to the next tab, users must select “Save & Continue”.

4.2.2.4 Accounting Tab

The Accounting Tab allows users to add or edit detailed accounting information for the requisition at the header level. As realized previously, accounting information can also be maintained at the item level. If users enter accounting information at the item level, users **do not** need to enter accounting information at the header level.

4.2.2.5 Address Tab

The Address Tab shows Ship-to and Bill-to address information for the requisition. The default Ship-to and Bill-to address information on the Address tab is determined by the user's default address settings maintained by the System Administrator(s). This information can also be maintained at the item level (see

Items Address Tab). If users enter the address information at the item level, users **do not** need to change the address information at the header level.

4.2.2.6 Routing Tab

The Routing Tab shows the routing that a requisition must follow for approval and is determined by the requisition's approval path. The approval path for a requisition is displayed on the Routing Tab of the requisition. This tab will remain blank until an approval path is determined when the requisition is submitted for approval. After a requisition has been submitted for approval, detailed approver information will be listed here. After a Requisition has been submitted for approval, the Routing tab will show the approvers for the requisition, along with detailed information about their approval action.

4.2.2.7 Attachments Tab

4.2.2.7.1 Attaching files to requisitions are the way users are able to include specifications, requirements, and other guidelines as a part of the procurement documents. Users can attach multiple files such as documents, spreadsheets, memoranda, plans, etc. For Open Market Requisitions (Formal), users **must** attach the relevant and required documents for the type of solicitation being requested. Please see **Section 4.3.1** of DPP's Procurement Manual (Rev. 06/02/2026) for the different types of formal solicitations and the documents required when requesting a solicitation. The documents identified therein, at a minimum, must be attached to the requisition for review and approval. When requesting to purchase items that will/can be classified as Fixed Assets, users must attach the Fixed Asset Tracking Form, as well. Users **can** attach additional documents to the requisition that aid in support of the purchase. ***Note:** DPP reserves the right to request additional documents and support to requisitions based on review, due diligence, and internal control. Additionally, the Evaluation Supervisor assigned to the formal solicitation once the requisition is approved and converted may request additional documentation and information to support the advertisement of the solicitation.

4.2.2.7.2 To attach files, users must select the "Add File" button. The user will be navigated to the Add File view. Use the "Choose File" button to locate a file on your computer or on a shared drive to attach to the requisition. Once the file is chosen, the name will be displayed as the file name of the attachment. Users can change the name if they desire and can also add a description. DPP suggests being as clear as possible. Once the name and description are confirmed, the user must select "Save & Exit" for the file to be uploaded to the requisition.

4.2.2.7.3 If one of the attached documents must be available for the potential vendors to see, users must select "Show Vendor" next to the description box of the file on the Attachments Tab. Any other confidential or Government-purpose documents should **not** be selected as "Show Vendor". On other documents in the system (e.g., bids, POs, etc.,) they must be marked as confidential.

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4.2.2.8 Notes Tab

4.2.2.8.1 The Notes Tab allows users to add, edit and delete notes to provide additional information or special instructions. Notes added from the Notes Tab are for the overall requisition and do not pertain to specific items on the requisition. If you wish to add a note for a specific item, go to the Items Tab, select the Notes Tab then select the item number you wish to add a note. DPP strongly recommends using this feature to share context or useful information that might not be present in the Transmittal Letter or other supporting documents.

4.2.2.8.2 To add a note, enter the note information in the Notes field. Select Save & Continue button to save the entry and a new blank line will appear above the note allowing additional notes to be added for the item.

4.2.2.8.3 To edit a note, enter the changes in the Notes field. Users cannot edit notes where they are not identified as the user in the User field. When completed, select Save & Continue button to save the changes.

4.2.2.8.4 To delete a note, check the box in the Delete column of the note to be deleted and select Save & Continue button. Users cannot delete notes where they are not identified as the user in the User field.

4.2.2.8.5 Saved notes will appear on the Summary view (See Summary tab) in the Header Information section.

4.2.2.9 Reminders Tab

4.2.2.9.1 The Reminders Tab allows users to send reminders to a specified person on a specified date. Click the calendar icon to choose the Due Date, then enter the appropriate comments, determine who needs to be reminded and how many days prior to the event to remind them. Once the reminder is sent, the tab will be updated with that information. When a reminder is saved, another row appears in case more reminders are needed.

4.2.2.9.2 **NOTE**: By selecting Send Email, an email notification will be sent to the user selected based on Days Prior to Reminder. Users must select "Send Email" for the system to remind the individual via email. Additionally, users can send reminders to themselves.

4.2.2.10 Summary Tab

4.2.2.10.1 The Summary Tab includes a summary of all the data included in the preceding tabs. Users should review the information in depth before submitting requisitions for approval.

4.2.2.10.2 The top section of the Summary Tab will display any errors or warnings for the requisition. Errors (in red) must be corrected before the requisition can be submitted for approval. Warnings (in yellow), however, will not prevent the requisition from moving through the approval process.

4.2.2.11 Review and Approval

4.2.2.11.1 To submit a requisition for approval, users must scroll to the bottom of the Summary Tab and select "Submit for Approval". Then, follow the instructions on completing the submission.

4.2.2.11.2 Once submitted for approval, the requisition will follow the User Agency's internal approval path, which must end with the Agency Head as final approver. Once the requisition is approved by the Agency Head, the requisition will enter DPP's Procurement Team's queue for review and approval. This is the final level of approval for Open Market Requisitions (Formal).

4.2.2.11.3 Once an Open Market Requisition (Formal) is fully approved, DPP will convert the requisition to a formal bid and assign the bid to a DPP Evaluation Supervisor. From there, the assigned Evaluation Supervisor will process the solicitation in accordance with SOPP-DPP-PROC-002-2024 (Evaluation Supervisor, eff. 3/15/2024) and contact any individuals that were identified in the Transmittal Letter that was attached to the requisition for more information.

4.2.2.11.4 If an Open Market Requisition (Formal) is disapproved, the requisitioner will receive a notice via email of the disapproval. The requisitioner must review the comment(s) affixed to the disapproval and follow the guidance as provided. ***Note**: To continue working on the requisition, the user must select "Reopen Requisition" at the bottom of the Summary Tab. However, the user should review the disapproval comment before reopening.

4.3 Open Market Requisitions (Informal)

4.3.1 This type of requisition is a request for items not contained on a contract/MBPO. These requests convert to informal bid solicitations based on one (1) of the thirteen (13) subsections of Title 31, Section 239(a) of the Virgin Islands Code. The informal bid solicitations, once completed and awarded, will convert to either MBPOs or Open Market Purchase Orders (OMPOs) for one-time purchases of non-contracted goods/services.

4.3.2 User Agencies manage all informal solicitations in accordance with Title 31, Section 239(a) of the Virgin Islands Code and are overseen and regulated by DPP. The personnel who perform procurement functions at the User Agency level and who are members of the Office of Procurement, Contract Management and Reporting (OPCMR) must execute their duties as outlined in Executive Order No. 493-2019, and as amended by Executive Order No. 507-2020. Given this framework, and although DPP will not exist in the approval path for these requests, DPP maintains regulatory oversight over the procurement activity and functions of User Agency personnel who are members of the OPCMR.

4.3.3 To begin, users must select Requisition from the Add Documents dropdown menu at the top, lefthand corner of the home page (image is a plus sign in a blue circle), to open the Create New Requisition page.

4.3.4 The first step in creating a new requisition is to complete the General Tab. The General Tab holds detailed general information about the requisition. The required information on the General Tab must be completed before any items can be added.

4.3.4.1 General Tab

4.3.4.1.1 *Short Description:* This is a required field. Users must enter a short description to help identify the requisition.

4.3.4.1.2 *Department and Location:* These are required fields. Using the dropdown menus, select the department and location the requisition is for if the

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default department and location displayed are not correct.

4.3.4.1.3 *Requisition Type:* Using the dropdown menu, select the requisition type (e.g. Release, RPA, Open Market (Informal) or Open Market (Formal) from the drop-down menu).

4.3.4.1.4 *Required By Date:* Enter the date by which the items on the requisition are required or use the calendar icon to select the date.

4.3.4.1.5 *Fiscal Year:* The fiscal year associated with the requisition must reflect the fiscal year in which the request is being made.

4.3.4.1.6 *Contact:* In the event of questions or concerns, enter the contact person's name for the requisition.

4.3.4.1.7 *Contact Phone:* Enter the contact person's phone number for the requisition.

4.3.4.1.8 *Purchaser:* Using the dropdown menu, select the purchaser for the requisition if there is no default or the default is not desired.

4.3.4.1.9 *Type Code:* This data field is required for Open Market Requisitions (Informal). Users must select the relevant subsection of Title 31, Section 239(a) of the Virgin Islands Code. Users can refer to the DPP Procurement Manual (Rev. 06/02/2026) and the Procurement Toolkit housed in Microsoft Teams for guidance on how/when to procure under each subsection. Additionally, User Agencies can always make inquiries to DPP for guidance on procurement activity. The sooner and more comprehensive the planning of an acquisition, the more efficient and effective the acquisition will be.

4.3.4.1.10 *Alternate ID:* **CAUTION:** the alternate id field may be used by interface processing. **Do not** enter, delete, or change data within the alternate id field as it may cause invalid data or errors during the interface with external systems (e.g., the ERP).

4.3.4.1.11 *Print Format:* The print format used for printing of the requisition.

4.3.4.1.12 *Estimated Cost:* Protected. The estimated cost for the requisition. This field is calculated by the system and cannot be modified by the user.

4.3.4.1.13 *Request Type:* This is a required field. Users must select "Procurement Request (Informal Solicitation)".

4.3.4.1.14 *Warehouse:* This is a required field. Select N/A. Once the Pick Ticket module in the ERP is seamlessly integrated with GVIBuy, DPP will roll out purchasing from Central Stores in GVIBuy. For the time being, User Agencies must continue to purchase from Central Stores in the ERP **with local funds**.

4.3.4.1.15 *Solicitation Enabled:* This is used only for release type requisitions where the Standard Release Type Master Blanket Purchase Order allows the user to create a bid among the listed distributers when checked. Users should leave this field unselected. DPP will manage solicitation-enabled MBPOs.

4.3.4.1.16 To continue, users must select "Save & Continue" at the bottom of the General Tab.

4.3.4.2 Items Tab

The Items Tab allows users to add items and narratives to the requisition. When initially creating a requisition, the Items Tab is blank.

4.3.4.2.1 To populate the line items on the requisition, users must select "Add Open Market Item".

4.3.4.2.2 Once the item is open, users must enter the information needed to identify the need and request. Users should use bid sheets, scopes of work/services, Project Worksheets, etc. to create the items on the requisition. The following fields must be populated:

4.3.4.2.2.1 *Description:* the description of the item as defined by the user. This can be the explicit name of a good, description of a service, etc. Users should think "down the line" on how the line items will be solicited and how the compensation schedules of any resulting contracts will be drafted. Remember, utilize bid sheets, scopes of work/services, Project Worksheets, etc. as an aid.

4.3.4.2.2.2 *Item #*: BuySpeed automatically sequentially numbers each item you add to the requisition. The user cannot modify this field.

4.3.4.2.2.3 *Item Type*: The user can select *Normal* or *Narrative* as the type. Selecting *Narrative* will make it a non-item addition where the user can type in text to appear on the requisition.

4.3.4.2.2.4 *Print Sequence*: The item # is the default value for this field. The user can change this field if the print sequence needs to be different from the item number sequence. DPP suggests leaving the Print Sequence as the default value.

4.3.4.2.2.5 *Item Status:* Current status of the line item. It can be different from the requisition header status.

4.3.4.2.2.6 *Quantity:* The Quantity of the item being requested. The user can type in the amount of the item that is needed. The default value is zero. If the awarded contract will have an open-ended quantity value, users must leave the value as zero. Think Task Order Contract, Supply Contracts, Master Contracts, etc. If the requisition will result in an OMPO, as opposed to an MBPO, users must enter the quantity being requested.

4.3.4.2.2.7 *Unit Cost:* The Estimated Unit Cost of the item. The user can type in an estimated unit cost per item. The default value is zero. Users can elect to leave this field as the default value. However, users can enter the estimated, or budgeted, cost of each item. This value will not be available to bidders once the formal bid is published on the site.

4.3.4.2.2.8 *UOM:* The Unit of Measure for the item. The user can type in a unit of measure or select a unit of measure from the drop-down menu. The default unit of measure is Each (EA). Users must select the UOM that is most accurate for the item, especially for Construction and Supply Contracts (e.g., tons, case, sq ft, cu ft, etc.).

4.3.4.2.2.9 *Total:* The Total Cost before tax. This value is calculated automatically. The formula used is: (Quantity x Unit Cost) – Total Discount Amount. The user cannot edit this field.

4.3.4.2.2.10 *NIGP Glass and NIGP Class Item:* The three-digit Class Code associated with the item and the two-digit Class Item associated with the item. Use the pull-down or click on the eyeglasses to do a search. Users must select the most appropriate and accurate NIGP Code for each line item that is being purchased. An inappropriate or inaccurate selection will negatively impact the requisition's review and approval. ***Note:** The NIGP Code is the equivalent of the Commodity Code in the ERP.

4.3.4.2.2.11 *Additional Product Information:* This section of the line item allows the user to provide additional information for the line item, including manufacturer, brand, model, make, etc. Users should provide as much information as possible to ensure bidders can provide cost-effective,

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accurate, and responsible bids. For instance, users should enter this information when requesting contracts for maintenance of generators, air conditioning units, vehicles, etc. ***Note:** In most instances where users are purchasing new equipment, users cannot request the purchase of brand-name equipment. Users should refer to SOPP-DPP-PROC-003-2026 or confer with DPP when considering the sourcing of brand-name equipment in limited instances as these types of requests contravene best practice and the Virgin Islands Rules and Regulations as they can limit competition.

4.3.4.2.2.12 *Fixed Asset*: Users must identify each line item that is a fixed asset as a fixed asset by selecting "Yes" in the drop-down box. If the line item is not a fixed asset, users must select "No". This is a required field.

4.3.4.2.3 After completing all of the necessary fields for the item, users can:

4.3.4.2.3.1 *Save & Add New* – the item is saved to the Items Tab and the fields are cleared so more items can be entered.

4.3.4.2.3.2 *Save & Exit* – the item is saved and the user is returned to the Items Tab.

4.3.4.2.3.3 *Save & Continue* – this will re-calculate the total and save everything entered, while staying on the same screen where further revisions can be made.

4.3.4.2.4 After completing review of the General Tab of the Items Tab, users should review and confirm the Ship-to and Bill-to addresses of each item that is being requested. Once the addresses are confirmed, users should select "Save & Continue".

4.3.4.2.5 The Accounting Tab of the Items Tab allows users to add or edit item level accounting information for each requisition item. Account information is required for Open Market Requisitions (Informal). Once the request converts to a bid and then converts to an OMPO, the account information will be included on each record. The account information can be updated as the process continues. To add accounting information, users should select each line item from the Accounting Tab. Once the accounting page is open for the specific line item, users can enter or search the Account Codes. ***Note:** Items can be funded by multiple accounts based on Dollars or Percentages.

4.3.4.2.6 The Notes Tab allows you to add a note to any or all of the items on the requisition to give additional information or special instructions. To add, edit, or delete a note of a specific item, select the item's number. To add a note, enter your note information in the Notes field. Select "Save & Continue" or "Save & Exit" to save your entry and a new blank line will appear above your note allowing additional notes to be added for the item. To edit a note, enter the changes in the Notes field that you are the author. You cannot edit notes where you are not identified as the user in the User field. When you have completed the change to the Note field, select the "Save & Continue" or the "Save & Exit" to save the changes. To delete a note, check the box in the Delete column of the note to be deleted and select "Save & Continue" or "Save & Exit" button. You cannot delete notes where you are not identified as the user in the **User** field. Saved notes will appear on the Summary view (See Summary Tab) under the item in the Items Notes section.

4.3.4.3 Vendors Tab

4.3.4.3.1 Users can, and are encouraged to, add suggested vendors to the requisition to let the individual managing the informal solicitation know which vendors might be able to supply the item(s) and to indicate to the individual managing the informal solicitation to whom the requester would like bids to be sent. Please be aware that the bidder notification list can include more bidders than the requester suggests. Additionally, only registered bidders can be included on the bidder notification list. There are functions that the individual managing the informal solicitation can utilize to notify unregistered bidders, but this function occurs after the bid has been officially advertised.

4.3.4.3.2 To add vendors, users must select “Lookup & Add Vendors”. A popup window will be opened. First, users should scroll to the bottom of the popup window and select “Find Vendors for All Commodity Codes on the Req”. Then, users should select all the vendors and click “Save & Exit”. Once this is completed, users should review to ensure all the suggested vendors are included. If there are vendors that are not included based on the search via NIGP Code, then users should select “Lookup & Add Vendors” again. When the popup window is opened, users can search for the additional vendors by name or other criteria by inserting the relevant information and selecting “Find It” at the bottom of the pop window. Once the vendors are selected, users should select “Save & Exit”. Once users confirm that all suggested vendors are included, users must complete the other required field on the Vendors Tab – Bid Ending Date.

4.3.4.3.3 *Bid Ending Date:* This is a required field. This field sets a deadline for bidders to submit their quotes. This is a flexible date and can, and probably will, be changed once the requisition is converted to a bid and prepared for advertisement. Still, users must enter the date for which they expect to receive quotes from bidders.

4.3.4.3.4 There are other data fields on the Vendors Tab that users can manipulate, but they are not necessary since a different individual will manage the informal bid once the requisition is approved and converted. Before maneuvering to the next tab, users must select “Save & Continue”.

4.3.4.4 Accounting Tab

The Accounting Tab allows users to add or edit detailed accounting information for the requisition at the header level. As realized previously, accounting information can also be maintained at the item level. If users enter accounting information at the item level, users do not need to enter accounting information at the header level.

4.3.4.5 Address Tab

The Address Tab shows Ship-to and Bill-to address information for the requisition. The default Ship-to and Bill-to address information on the Address Tab is determined by the user's default address settings maintained by the System Administrator(s). This information can also be maintained at the item level (see Items Address tab). If users enter the address information at the item level, users **do not** need to change the address information at the header level.

4.3.4.6 Routing Tab

The Routing Tab shows the routing that a requisition must follow for approval and is determined by the requisition's approval path. The approval path for a requisition is displayed on the Routing Tab of the requisition. This tab will remain blank until an approval path is determined when the requisition is submitted for approval. After a requisition has been submitted for approval, detailed approver information will be listed here. After a Requisition has been submitted for approval, the Routing Tab will show the approvers for the requisition, along with detailed information about their approval action.

4.3.4.7 Attachments Tab

4.3.4.7.1 Attaching files to requisitions are the way users are able to include scopes of work/services, specifications, requirements, and other guidelines as a part of the procurement documents. Users can attach multiple files such as documents, spreadsheets, memoranda, plans, etc. For Open Market Requisitions (Informal), users must attach the relevant and required documents for the type of informal solicitation being requested. Please see **Section 4.3.2** of DPP's Procurement Manual (Rev. 06/02/2026) for the different types of informal open market acquisitions and the documents required when purchasing informally. The documents identified therein, at a minimum, must be attached to the requisition for review and approval. When requesting to purchase items that will/can be classified as Fixed Assets, users must attach the Fixed Asset Tracking Form, as well. Users **can** attach additional documents to the requisition that aid in support of the purchase. ***Note:** The individual managing the informal solicitation reserves the right to request additional documents and support to requisitions based on review, due diligence, and internal control.

4.3.4.7.2 To attach files, users must select the "Add File" button. The user will be navigated to the Add File view. Use the "Choose File" button to locate a file on your computer or on a shared drive to attach to the requisition. Once the file is chosen, the name will be displayed as the file name of the attachment. Users can change the name if they desire and can also add a description. DPP suggests being as clear as possible. Once the name and description are confirmed, the user must select "Save & Exit" for the file to be uploaded to the requisition.

4.3.4.7.3 If one of the attached documents must be available for the potential vendors to see, users must select "Show Vendor" next to the description box of the file on the Attachments Tab. Any other confidential or Government-purpose documents should **not** be selected as "Show Vendor". On other documents in the system (e.g., bids, POs, etc.,) they must be marked as confidential.

4.3.4.8 Notes Tab

4.3.4.8.1 The Notes Tab allows users to add, edit and delete notes to provide additional information or special instructions. Notes added from the Notes Tab are for the overall requisition and do not pertain to specific items on the requisition. If you wish to add a note for a specific item, go to the Items Tab, select the Notes Tab then select the item number you wish to add a note. DPP strongly recommends using this feature to share context or useful information that might not be present in the Transmittal Letter or other

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supporting documents.

4.3.4.8.2 To add a note, enter the note information in the Notes field. Select "Save & Continue" button to save the entry and a new blank line will appear above the note allowing additional notes to be added for the item.

4.3.4.8.3 To edit a note, enter the changes in the Notes field. Users cannot edit notes where they are not identified as the user in the User field. When completed, select "Save & Continue" button to save the changes.

4.3.4.8.4 To delete a note, check the box in the Delete column of the note to be deleted and select "Save & Continue" button. Users cannot delete notes where they are not identified as the user in the User field.

4.3.4.8.5 Saved notes will appear on the Summary view (See Summary Tab) in the Header Information section.

4.3.4.9 Reminders Tab

4.3.4.9.1 The Reminders Tab allows users to send reminders to a specified person on a specified date. Click the calendar icon to choose the Due Date, then enter the appropriate comments, determine who needs to be reminded and how many days prior to the event to remind them. Once the reminder is sent, the tab will be updated with that information. When a reminder is saved, another row appears in case more reminders are needed.

4.3.4.9.2 **NOTE**: By selecting "Send Email", an email notification will be sent to the user selected based on Days Prior to Reminder. Users must select "Send Email" for the system to remind the individual via email. Additionally, users can send reminders to themselves.

4.3.4.10 Summary Tab

4.3.4.10.1 The Summary Tab includes a summary of all the data included in the preceding tabs. Users should review the information in depth before submitting requisitions for approval.

4.3.4.10.2 The top section of the Summary Tab will display any errors or warnings for the requisition. Errors (in red) must be corrected before the requisition can be submitted for approval. Warnings (in yellow), however, will not prevent the requisition from moving through the approval process.

4.3.4.11 Review and Approval

4.3.4.11.1 To submit a requisition for approval, users must scroll to the bottom of the Summary Tab and select Submit for Approval. Then, follow the instructions on completing the submission.

4.3.4.11.2 Once submitted for approval, the requisition will follow the User Agency's internal approval path, which must end with the Agency Head as final approver. This is the final level of approval for Open Market Requisitions (Informal).

4.3.4.11.3 Once the requisition is approved by the Agency Head, the user who entered the requisition must convert the requisition to a bid and notify the individual responsible for managing the informal solicitation.

4.3.4.11.4 Once notified, the individual responsible for managing the informal solicitation will conduct their procedures in accordance with SOPP-DPP-PROC-003-2026 (Informal Bid Solicitations) and contact any appropriate individuals for additional information, documentation, or assistance.

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4.3.4.11.5 If an Open Market Requisition (Informal) is disapproved, the requisitioner will receive a notice via email of the disapproval. The requisitioner must review the comment(s) affixed to the disapproval and follow the guidance as provided. ***Note**: To continue working on the requisition, the user must select "Reopen Requisition" at the bottom of the Summary Tab. However, the user should review the disapproval comment before reopening.

4.4 Request for Payment Authorization (RPA) Requisitions

4.4.1 This type of requisition is a request for payment authorization. This allows an already made purchase to be entered into the system and accounted for. This also allows for payments that are not procurement-related but are better served being processed by a purchase order as opposed to the straight payment process in the ERP through the Department of Finance. These requests are converted to an RPA Purchase Order.

4.4.2 Title 31, Sections 233, 234, and 248 of the Virgin Islands Code prohibit contracts or purchases on behalf of the Government without the appropriate legal authorization and adequate appropriation. Therefore, there is no legal authority through which after-the-fact procurement activity can be processed. DPP's Commissioner's approval of services/goods provided after the fact are required because DPP's Commissioner is the individual with the statutory authority to obligate the Government. User Agencies must make every effort to avoid purchases that do not conform to Title 31, Chapter 23 of the Virgin Islands Code. As a result of non-compliance, review of RPA Requisitions takes longer than the review of other requisitions as non-compliance demands greater scrutiny and additional procedures to ensure future purchasing can be compliant with the procurement laws and policies of the GVI.

4.4.3 Notwithstanding Section 4.4.2 of this SOPP, other appropriate purposes/uses for RPA requisitions are: 1) Payment of Advertisement Orders for solicitations, statutory notices, etc.; 2) Postage (i.e., USPS, Fed Ex, UPS, DHL, Pitney Bowes, etc.); 3) Subscriptions and Membership Dues (which must contain agreements (where applicable) and documented justification and explanation of Government business purpose. User Agencies are encouraged to utilize GSA Schedules and Cooperative Agreements.)); 4) Mailbox Rentals; 5) Architectural and Engineering services contracts held by the Virgin Islands Office of Disaster Recovery (*see Exhibit A: DPP Memorandum No. 003-FY2026*); and 6) Mobile Telecommunications Services.[1]

4.4.4 To begin, users must select Requisition from the Add Documents dropdown menu at the top, lefthand corner of the home page (image is a plus sign in a blue circle), to open the Create New Requisition page.

4.4.5 The first step in creating a new requisition is to complete the General Tab. The General Tab holds detailed general information about the requisition. The required information on the General Tab must be completed before any items can be added.

[1] The Government intends to standardize the planning, sourcing, evaluating, negotiation, and award of mobile telecommunications services for the GVI.

4.4.5.1 General Tab

4.4.5.1.1 *Short Description:* This is a required field. Users must enter a short description to help identify the requisition.

4.4.5.1.2 *Department and Location:* These are required fields. Using the dropdown menus, select the department and location the requisition is for if the default department and location displayed are not correct.

4.4.5.1.3 *Requisition Type:* Using the dropdown menu, select the requisition type (e.g. Release, RPA, Open Market (Informal) or Open Market (Formal) from the drop-down menu). Users must select RPA for RPA Requisitions.

4.4.5.1.4 *Required By Date:* Enter the date by which the items on the requisition are required or use the calendar icon to select the date. Since users would have already received a good or service, this data field does not need to be considered for this type of requisition.

4.4.5.1.5 *Fiscal Year:* The fiscal year associated with the requisition must reflect the fiscal year in which the request is being made, even if the good or service was received in a previous fiscal year.

4.4.5.1.6 *Contact:* In the event of questions or concerns, enter the contact person's name for the requisition.

4.4.5.1.7 *Contact Phone:* Enter the contact person's phone number for the requisition.

4.4.5.1.8 *Purchaser:* Using the dropdown menu, select the purchaser for the requisition if there is no default or the default is not desired.

4.4.5.1.9 *Type Code:* This data field is not required for RPA Requisitions and should be left blank.

4.4.5.1.10 *Alternate ID:* **CAUTION:** the alternate id field may be used by interface processing. **Do not** enter, delete, or change data within the alternate id field as it may cause invalid data or errors during the interface with external systems (e.g., the ERP).

4.4.5.1.11 *Print Format:* The print format used for printing of the requisition.

4.4.5.1.12 *Estimated Cost:* Protected. The estimated cost for the requisition. This field is calculated by the system and cannot be modified by the user.

4.4.5.1.13 *Request Type:* This is a required field. Users must select "RPA (Services Rendered)".

4.4.5.1.14 *Warehouse:* This is a required field. Select N/A. Once the Pick Ticket module in the ERP is seamlessly integrated with GVIBuy, DPP will roll out purchasing from Central Stores in GVIBuy. For the time being, User Agencies must continue to purchase from Central Stores in the ERP **with local funds**.

4.4.5.1.15 *Solicitation Enabled:* This is used only for release type requisitions where the Standard Release Type Master Blanket Purchase Order allows the user to create a bid among the listed distributors when checked. Users should leave this field unselected. DPP will manage solicitation-enabled MBPOs.

4.4.5.1.16 To continue, users must select "Save & Continue" at the bottom of the General Tab.

4.4.5.2 Items Tab

The Items Tab allows users to add items and narratives to the requisition. When initially creating a requisition, the Items Tab is blank.

4.4.5.2.1 To populate the line items on the requisition, users must select "Add RPA

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Item".

4.4.5.2.2 Once the item is open, users must enter the information needed to identify the need and request. Users should use the invoice(s) received from the vendor to create the items on the requisition. The following fields must be populated:

4.4.5.2.2.1 *Description:* the description of the item as defined by the user. This can be the explicit name of a good, description of a service, etc.

4.4.5.2.2.2 *Item #*: BuySpeed automatically sequentially numbers each item you add to the requisition. The user cannot modify this field.

4.4.5.2.2.3 *Item Type*: The user can select *Normal* or *Narrative* as the type. Selecting *Narrative* will make it a non-item addition where the user can type in text to appear on the requisition.

4.4.5.2.2.4 *Print Sequence*: The item # is the default value for this field. The user can change this field if the print sequence needs to be different from the item number sequence. DPP suggests leaving the Print Sequence as the default value.

4.4.5.2.2.5 *Item Status:* Current status of the line item. It can be different from the requisition header status.

4.4.5.2.2.6 *Invoice #*: Users must enter the invoice number as it is reflected on the vendor's invoice.

4.4.5.2.2.7 *Invoice Date*: Users must enter the invoice date as it is reflected on the vendor's invoice.

4.4.5.2.2.8 *Quantity:* The Quantity of the item that was received. The user must type in the amount of the item(s) that was/were received. The default value is zero.

4.4.5.2.2.9 *Unit Cost:* The actual cost of the item as outlined on the invoice(s). The user must type in the actual cost per item. The default value is zero.

4.4.5.2.2.10 *UOM:* The Unit of Measure for the item. The user can type in a unit of measure or select a unit of measure from the drop-down menu. The default unit of measure is Each (EA). Users must select the UOM that is most accurate for the item(s).

4.4.5.2.2.11 *Total:* The Total Cost before tax. This value is calculated automatically. The formula used is: (Quantity x Unit Cost) – Total Discount Amount. The user cannot edit this field.

4.4.5.2.2.12 *NIGP Glass and NIGP Class Item:* The three-digit Class Code associated with the item and the two-digit Class Item associated with the item. Use the pull-down or click on the eyeglasses to do a search. Users must select the most appropriate and accurate NIGP Code for each line item. An inappropriate or inaccurate selection will negatively impact the requisition's review and approval. ***Note:** The NIGP Code is the equivalent of the Commodity Code in the ERP.

4.4.5.2.2.13 *Additional Product Information:* This section of the line item allows the user to provide additional information for the line item, including manufacturer, brand, model, make, etc.

4.4.5.2.2.14 *Fixed Asset*: Users must identify each line item that is a fixed asset as a fixed asset by selecting "Yes" in the drop-down box. If the line item is not a fixed asset, users must select "No". This is a required field.

4.4.5.2.3 After completing all of the necessary fields for the item, users can:

4.4.5.2.3.1 *Save & Add New* – the item is saved to the Items Tab and the fields are cleared so more items can be entered.

4.4.5.2.3.2 *Save & Exit* – the item is saved and the user is returned to the Items Tab.

4.4.5.2.3.3 *Save & Continue* – this will re-calculate the total and save everything entered, while staying on the same screen where further revisions can be made.

4.4.5.2.4 After completing review of the General Tab of the Items Tab, users should review and confirm the Ship-to and Bill-to addresses of each item that is being requested. Once the addresses are confirmed, users should select "Save & Continue".

4.4.5.2.5 The Accounting Tab of the Items Tab allows users to add or edit item level accounting information for each requisition item. Account information is required for RPA Requisitions. To add accounting information, users should select each line item from the Accounting Tab. Once the accounting page is open for the specific line item, users can enter or search the Account Codes. ***Note:** Items can be funded by multiple accounts based on Dollars or Percentages.

4.4.5.2.6 The Notes Tab allows you to add a note to any or all of the items on the requisition to give additional information or special instructions. To add, edit, or delete a note of a specific item, select the item's number. To add a note, enter your note information in the Notes field. Select "Save & Continue" or "Save & Exit" to save your entry and a new blank line will appear above your note allowing additional notes to be added for the item. To edit a note, enter the changes in the Notes field that you are the author. You cannot edit notes where you are not identified as the user in the User field. When you have completed the change to the Note field, select the "Save & Continue" or the "Save & Exit" to save the changes. To delete a note, check the box in the Delete column of the note to be deleted and select "Save & Continue" or "Save & Exit button". You cannot delete notes where you are not identified as the user in the User field. Saved notes will appear on the Summary view (See Summary Tab) under the item in the Items Notes section.

4.4.5.3 Vendors Tab

4.4.5.3.1 To add the vendor from which the goods and services were received, users must select "Lookup & Add Vendors". A popup window will be opened. Users can search for the vendor in different ways. Once the vendor is located, users should select the vendor and click "Save & Exit". Once this is completed, users should review to ensure the vendor information is accurate.

4.4.5.4 Accounting Tab

The Accounting Tab allows users to add or edit detailed accounting information for the requisition at the header level. As realized previously, accounting information can also be maintained at the item level. If users enter accounting information at the item level, users do not need to enter accounting information at the header level.

4.4.5.5 Address Tab

The Address Tab shows Ship-to and Bill-to address information for the requisition. The default Ship-to and Bill-to address information on the Address tab is determined by the user's default address settings maintained by the System Administrator(s). This information can also be maintained at the item level (see Items Address Tab). If users enter the address information at the item level, users do not need to change the address information at the header level.

4.4.5.6 Routing Tab

The Routing Tab shows the routing that a requisition must follow for approval and is determined by the requisition's approval path. The approval path for a requisition is displayed on the Routing Tab of the requisition. This tab will remain blank until an approval path is determined when the requisition is submitted for approval. After a requisition has been submitted for approval, detailed approver information will be listed here. After a Requisition has been submitted for approval, the Routing tab will show the approvers for the requisition, along with detailed information about their approval action.

4.4.5.7 Attachments Tab

4.4.5.7.1 Attaching files to requisitions are the way users are able to include scopes of work/services, specifications, requirements, and other guidelines and supporting information as a part of the procurement documents and record. Users can attach multiple files such as documents, spreadsheets, memoranda, plans, etc. For RPA Requisitions, users must attach the relevant and required documents for the business purpose of the request. For services rendered requests, users must, at a minimum, attach the services rendered JL signed by the Agency Head and the invoice for the good/service that was received. When purchasing items that are classified as Fixed Assets, users must attach the Fixed Asset Tracking Form and select Fixed Asset on the line item(s), as well. Users can attach additional documents to the requisition that aid in support of the purchase. ***Note:** DPP will not approve RPA Requisitions that include line items that are fixed assets until confirmation from DPP's Fixed Asset team that the assets have been tagged for tracking.

4.4.5.7.2 To attach files, users must select the "Add File" button. The user will be navigated to the Add File view. Use the "Choose File" button to locate a file on your computer or on a shared drive to attach to the requisition. Once the file is chosen, the name will be displayed as the file name of the attachment. Users can change the name if they desire and can also add a description. DPP suggests being as clear as possible. Once the name and description are confirmed, the user must select "Save & Exit" for the file to be uploaded to the requisition.

4.4.5.7.3 If one of the attached documents must be available for the vendor to see, users must select "Show Vendor" next to the description box of the file on the Attachments Tab. Any other confidential or Government-purpose documents should not be selected as "Show Vendor".

4.4.5.8 Notes Tab

4.4.5.8.1 The Notes Tab allows users to add, edit and delete notes to provide

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additional information or special instructions. Notes added from the Notes Tab are for the overall requisition and do not pertain to specific items on the requisition. If you wish to add a note for a specific item, go to the Items tab, select the Notes tab then select the item number you wish to add a note. DPP strongly recommends using this feature to share context or useful information that might not be present in the Justification Letter or other supporting documents.

4.4.5.8.2 To add a note, enter the note information in the Notes field. Select “Save & Continue” button to save the entry and a new blank line will appear above the note allowing additional notes to be added for the item.

4.4.5.8.3 To edit a note, enter the changes in the Notes field. Users cannot edit notes where they are not identified as the user in the User field. When completed, select “Save & Continue” button to save the changes.

4.4.5.8.4 To delete a note, check the box in the Delete column of the note to be deleted and select Save & Continue button. Users cannot delete notes where they are not identified as the user in the User field.

4.4.5.8.5 Saved notes will appear on the Summary view (See Summary Tab) in the Header Information section.

4.4.5.9 Reminders Tab

4.4.5.9.1 The Reminders Tab allows users to send reminders to a specified person on a specified date. Click the calendar icon to choose the Due Date, then enter the appropriate comments, determine who needs to be reminded and how many days prior to the event to remind them. Once the reminder is sent, the tab will be updated with that information. When a reminder is saved, another row appears in case more reminders are needed.

4.4.5.9.2 **NOTE**: By selecting “Send Email”, an email notification will be sent to the user selected based on Days Prior to Reminder. Users must select “Send Email” for the system to remind the individual via email. Additionally, users can send reminders to themselves.

4.4.5.10 Summary Tab

4.4.5.10.1 The Summary Tab includes a summary of all the data included in the preceding tabs. Users should review the information in depth before submitting requisitions for approval.

4.4.5.10.2 The top section of the Summary tab will display any errors or warnings for the requisition. Errors (in red) must be corrected before the requisition can be submitted for approval. Warnings (in yellow), however, will not prevent the requisition from moving through the approval process.

4.4.5.11 Review and Approval

4.4.5.11.1 To submit a requisition for approval, users must scroll to the bottom of the Summary Tab and select “Submit for Approval”. Then, follow the instructions on completing the submission.

4.4.5.11.2 Once submitted for approval, the requisition will follow the User Agency’s internal approval path, which must end with the Agency Head as final approver. Once the requisition is approved by the Agency Head, the requisition will enter DPP’s Procurement Team’s queue for review and approval. DPP’s Commissioner is final approver and DPP’s

Commissioner's approval in the system is the recorded approval of services rendered JLs.

4.4.5.11.3 Once the requisition is fully approved, the user who entered the requisition will be notified and the requisition will convert to an RPA Purchase Order with a receipt that is complete and ready for invoicing.

4.4.5.11.4 Once notified, the User Agency will conduct the next procedures in accordance with SOPP-DPP-PROC-004-2026 (Purchase Orders) and contact any appropriate individuals for additional information, documentation, or assistance.

4.4.6 If an RPA Requisition is **disapproved**, the requisitioner will receive a notice via email of the disapproval. The requisitioner must review the comment(s) affixed to the disapproval and follow the guidance as provided. ***Note**: To continue working on the requisition, the user must select "Reopen Requisition" at the bottom of the Summary Tab. However, the user should review the disapproval comment before reopening.

5.0 Straight Pay Processing

5.1 The following payments continue to be allowed and remain valid for straight payment processing via the Accounts Payable Module of the Enterprise Resource Planning (ERP) system.

5.1.1 Sub-Grants, Scholarships, and Subsidies
5.1.2 Petty Cash
5.1.3 Imprest Fund
5.1.4 Inter-Fund Transfers and Inter Governmental Transfers
5.1.5 Judgments and Claims
5.1.6 Refunds (e.g., taxes, child taxes, etc.)
5.1.7 Travel Reimbursements
5.1.8 Travel Advances (Inter-Island and Out-of-Territory)
5.1.9 Stipends
5.1.10 Uniform Allowances
5.1.11 Utilities (i.e., day-to-day electricity, water, and sewage are allowed). However, telephone and internet services must be processed via Release Requisitions if contracts (MBPOs) exist for these services. <u>If contracts do not exist, User Agencies must utilize the RPA Requisition process and must plan for sourcing contracts for these services</u>.
5.1.12 Workmen's Compensation
5.1.13 Bulk Transportation Tickets for Travel related to Medical and/or Medical Emergency Care
5.1.14 Private Donations

6.0 Central Stores and Warehousing Unit

6.1 DPP's Commissioner is authorized and directed, pursuant to Title 3, Chapter 13, Section 221 of the Virgin Islands Code, to create and maintain a central warehouse on each main island for the purpose of insuring a steady supply of materials, supplies, equipment, parts, and other operating tools of each department, agency, board, and commission of the Government of the Virgin Islands. Further, all departments and agencies of the executive branch of government are mandated to cooperate with DPP in carrying out these purposes.

6.2 User Agencies are required to purchase supplies from DPP's Central Stores. If Central Stores is out of stock of an item, User Agencies are allowed to procure the supplies in the

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open market utilizing a fully signed Out of Stock Form as justification for the open market purchase. *See Exhibit B: Out of Stock Inventory Items Form.*

6.3 Until further notice, User Agencies will continue to utilize the Pick Ticket process in the ERP for Central Stores purchases **when using local funds**. The request for a Pick Ticket purchase will queue directly to Central Stores for review and approval.

6.4 When utilizing federal funds for purchases from Central Stores when purchase orders are required, User Agencies will enter Release Requisitions against the MBPOs for Central Stores in GVIBuy. Once the Release Purchase Order is printed, the User Agency will purchase from Central Stores as if Central Stores is an external vendor. User Agencies will follow the Release Requisition process as outlined in this SOPP. ***Note**: If an item that is carried by Central Stores is not found on an MBPO, please contact DPP Division of Procurement.

7.0 Other Procedures and Important Notes

7.1 Bulk Transportation Tickets for Inter-Island Travel

7.1.1 The Government of the Virgin Islands has customarily purchased bulk tickets and room fares from airlines with travel routes between St. Thomas and St. Croix and hotels within the Territory. User Agencies would establish draw-down accounts with the airlines and hotels and "refill" the accounts periodically.

7.1.2 To ensure seamless and efficient travel and maintain strong procurement and fiscal internal controls, User Agencies will be allowed to continue bulk travel purchases for draw-down accounts at local airlines and hotels. However, User Agencies must attach 1) an Account Statement from the last thirty (30) days of the request, for each requested vendor; and 2) the Government Transportation Requests (GTRs) that support the transaction activity on each account.

7.1.3 To secure Purchase Orders for inter-island travel, User Agencies must utilize the Open Market Requisition (Informal) process pursuant to Title 31 Section 239(a)(4). User Agencies **cannot** execute bulk purchases for travel above the Micro Purchase Threshold. The documents outlined under Section 7.1.2 must be attached to the requisition and the informal bid solicitation. Failure to attach these documents will result in DPP's disapproval of the award.

7.1.4 DPP utilizes Executive Order 439-2008 *(see Exhibit C: Memorandum 006-08)* and Executive Order 524-2022 *(see Exhibit D: EXO.-524-2022 Updated Travel Policies)* when reviewing purchases for travel. Therefore, GTRs are required for Government employees to travel on official Government business. Failure to comply with these regulations will impact User Agencies' ability to continue to procure these services.

7.2 Out-of-Territory Travel

7.2.1 For out-of-territory travel, User Agencies must utilize the Open Market Requisition (Informal) process outlined in this SOPP pursuant to Title 31 Section 239(a)(4). Although, in historically rare cases, the cost of travel may exceed the Micro Purchase Threshold, DPP will not require additional quotes from different travel agents because DPP is assessing the Micro Purchase Threshold limit relative to the travel agent's commission. Therefore, if the commission to the travel agent securing the out-of-territory travel for the Government exceeds the Micro Purchase Threshold, the User Agency will be required to seek additional competition from other travel agents. However, if the airline tickets and hotel rates exceed the Micro Purchase Threshold but the travel agent's commission does not, User Agencies can continue with the purchase pursuant to Title 31 Section 239(a)(4).

7.2.2 The GTRs must be attached to the Bid Tab when the User Agencies are submitting the awards for review and approval.

7.2.3 Bulk Purchases for out-of-territory travel is **not** allowed.

7.3 Fleet and Transportation Purchases

7.3.1 For the purchase of vehicles, User Agencies must follow current DPP guidance and any memoranda officially issued by DPP. ***Note:** The quotes must be requested and solicited in accordance with the Open Market Requisition (Informal) process outlined in this SOPP. Additionally, the required documents for review and approval by DPP must be attached to the Bid Tab when the User Agency is submitting the award for review and approval.

7.3.2 Beginning in Fiscal Year 2027, DPP will cease to approve open market vehicles acquisitions by User Agencies and schedule GVI-wide solicitations for vehicles as stipulated in Title 31, Section 238-5(b) of the Virgin Islands Rules and Regulations.

7.3.3 If User Agency needs to repair a GVI vehicle and has received the "Authorization Form to Proceed with Alternate Repair Facility" from DPP's Division of Transportation, the User Agency is allowed to request and solicit for the parts and labor needed to repair the vehicle. User Agencies must follow the processes outlined in this SOPP pertaining to Open Market (Informal) Requisitions or Release Requisitions if a contract exists for the parts or labor. Additionally, the User Agency must ensure the Authorization Form from DPP's Division of Transportation is attached to the request and the Bid Tab when the award is submitted for review and approval.

7.3.4 User Agencies must utilize the RPA Requisition procedures outlined in this SOPP when processing transactions for DPP. All necessary documentation, to include Work Order Forms, invoices, and any other documentation required by DPP must be attached to the Attachments Tab of the requisition.

7.4 Receiving Fixed Assets

7.4.1 In GVIBuy, User Agencies are required to notify DPP's Fixed Assets team before they are able to complete receiving fixed assets in GVIBuy. Receiving of Fixed Assets in GVIBuy triggers an approval path that queues DPP's Fixed Asset team. User Agencies will not be able to receive fixed assets in GVIBuy without DPP's Fixed Assets being notified and the assets being tagged. Once DPP's Fixed Assets team completes their procedures and tags the assets that were delivered, DPP's Fixed Assets team will approve the receipt in GVIBuy. Then, User Agencies will be able to perform their Accounts Payable procedures in the system.

7.4.2 If line items that are fixed assets are not flagged in GVIBuy, DPP will disapprove the request, bid award, and/or purchase order.

7.5 Reimbursements

7.5.1 A reimbursement is payment made to an employee or individual for business-related, out-of-pocket expenses.

7.5.2 Outside of the narrowly defined circumstances included in this SOPP, the procurement of goods and services must occur through the established

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procurement channels in GVIBuy in accordance with Title 31, Chapter 23 of the Virgin Islands Code. Therefore, reimbursement is not a substitute for the procurement process. Employees shall not purchase goods or services on behalf of the Government with the expectation of personal reimbursement unless expressly authorized under the law and/or this SOPP. Failure to comply may result in denial of reimbursement and disciplinary action. ***Note:** Unauthorized procurement reimbursement requests shall be treated in the same manner as RPA Requisitions.

7.5.3 Reimbursement to employees is permissible only in the following categories:

7.5.3.1 Travel-Related Expenses as outlined and allowed in Executive Order 439-2008 and Executive Order 524-2022, the Government is allowed to pay for business-related expenses related to travel for official Government business.

7.5.3.2 Employment Benefit Reimbursements that the Government may provide for certain professional expenses as a condition or benefit of employment, where such reimbursement is expressly authorized by statute, collective bargaining agreement, employment contract, or written agency policy approved by the appropriate authority. Allowable employment benefit reimbursement includes, but are not limited to:

7.5.3.2.1 Professional licensure and bar association fees for attorneys required to maintain active bar membership as a condition of their position;

7.5.3.2.2 Mandatory professional certifications by the employee's position classification; and

7.5.3.2.3 Other professional fees or dues where reimbursement is documented as an authorized employment benefit.

7.5.4 The following are expressly prohibited as reimbursable expenses:

7.5.4.1 Goods that could have been procured through GVIBuy or Central Stores;

7.5.4.2 Services that should have been procured through a formal or informal solicitation process; and

7.5.4.3 Purchases made to circumvent procurement threshold or approval requirements.

7.5.5 Agencies experiencing recurring reimbursement requests for goods or services that should be procured through GVIBuy should notify DPP so that appropriate procurement vehicles can be established to eliminate the need for individual purchases.

7.6 Credit Cards and Purchase Cards

DPP does not own nor manage any credit card or p-card programs or systems. Therefore, questions related to credit card/p-card purchases and payments must be directed and addressed to the Department of Finance. Purchase Orders are not funding documents in GVIBuy, solely ordering and contract documents.

8.0 Glossary of Terms

<u>Executive Branch Agency/User Agency(ies)</u>: One of the executive branch departments, offices, boards, institutions, and other agencies of the Government of the United States Virgin Islands with the exception of the judicial and legislative branches of the GVI. Also referred to as a User

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Agency.

Funding Source: Written documentation that funding is available for the acquisition of goods or services; examples include grant awards and funding letters from the Virgin Islands Office of Management and Budget or Virgin Islands Public Finance Authority. *See DPP's Procurement Manual (Rev. 06/02/2026), Section 8.2 (Proof of Funding/Funding Source)*

Government: The Government of the United States Virgin Islands (GVI).

Master Blanket Purchase Order (MBPO): A written contract, including Supply and Task Order Contracts, approved by the Commissioner of the Department of Property and Procurement, or the Governor of the United States Virgin Islands for Construction and Professional Services Contracts valued at more than $1,000,000.00, to allow repetitive purchases with a vendor.

Open Market: Purchasing goods and supplies or contracting for services under an exception in title 31, Virgin Islands Code, Chapter 23, Section 239, rather than using the formal competitive bidding requirements in title 31, Virgin Islands Code, Chapter 23, Section 236.

Open Market Purchase Order (OMPO): A written authorization, approved by the Commissioner of the Department of Property and Procurement, for the one-time procurement of goods and services that are not already on a contract/MBPO. An OMPO encumbers and specifically sets aside funds for the acquisition of a particular set of goods or services, in the amount required to satisfy said acquisition, via an integration with the Government's ERP. *See DPP's Procurement Manual (Rev. 06/02/2026), Section 7 (Requisitions and Purchase Orders)*

Open Market Requisition (Formal): A request for items not contained on a contract/MBPO. These requests convert to formal bid solicitations based on statutory thresholds, requirements for full and open competition based on the needs of the User Agency or funding source, and purchases that demand the highest level of formality based on technicality and complexity. DPP manages all formal solicitations in accordance with Title 31, Sections 235 and 236 of the Virgin Islands Code.

Open Market Requisition (Informal): A request for items not contained on a contract/MBPO. These requests convert to informal bid solicitations based on the relevant subsections of Title 31, Section 239(a) of the Virgin Islands Code.

Reimbursement: A reimbursement is payment made to an employee or individual for business-related, out-of-pocket expenses.

Release Purchase Order: A written authorization for the purchase of goods and services that are on a contract/MBPO. A Release Purchase Order encumbers and specifically sets aside funds for the acquisition of a particular set of goods or services, in the amount required to satisfy said acquisition, via an integration with the Government's ERP.

Release Requisition: A request to purchase items from a contract/MBPO. These requests convert to a Release Purchase Order.

Request for Payment Authorization (RPA) Purchase Order: A written authorization, approved by the Commissioner of the Department of Property and Procurement, for the one-time procurement of goods and services that were not included on a contract/MBPO nor requested and solicited in accordance with the procurement laws, rules and regulations, or policies and procedures of the Government. RPA Purchase Orders are also used for non-procurement related purchases/payments.

Request for Payment Authorization (RPA) Requisition: A request for payment authorization. This allows an already made purchase to be entered into the system and accounted for. This also allows for payments that are not procurement-related, but are better served being processed by a purchase order as opposed to the straight payment process in the ERP through the Department of Finance. These requests convert to an RPA Purchase Order.

Requisition: A request to purchase a good or service, or request to pay a non-procurement related or non-standard obligation (e.g., miscellaneous disbursement vouchers for union contracts, ad placements for formal solicitations, etc.). *See DPP's Procurement Manual (Rev. 06/02/2026), Section 7 (Requisitions and Purchase Orders)*

9.0 Sources

Chapter 23 of the Virgin Islands Code
Chapter 23 of the Virgin Islands Rules and Regulations
DPP's Procurement Manual (Rev. 06/02/2026)
GVIBuy User Manual (Located in GVIBuy on the Help Icon)

10.0 Exhibits

Exhibit A: DPP Memorandum No. 003-FY2026
Exhibit B: Out of Stock Inventory Items
Exhibit C: Memorandum 006-08
Exhibit D: Executive Order No. 524-2022

11.0 Acronyms

ERP: Tyler Munis Enterprise Resource Planning
GTR: Government Transportation Request
MBPO: Master Blanket Purchase Order
NIGP: National Institute of Governmental Purchasing
OPCMR: DPP's Office of Procurement, Contract Management, and Reporting
OMPO: Open Market Purchase Order
RPA: Request for Payment Authorization
UA: User Agency

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MEMORANDUM No. 003-FY2026

To: All Executive Branch Agencies
Virgin Islands Office of Disaster Recovery

From: ______________________
Lisa M. Alejandro, Commissioner
Department of Property and Procurement

Date: January 8, 2026

Re: Executive Branch Agencies and Architectural & Engineering Services through the Office of Disaster Recovery for Disaster Recovery Projects.

The purpose of this Memorandum is to provide guidance on the requirements of Executive Branch agencies in accessing architectural and engineering ("A/E") services through the use of certain professional services contracts held by the Virgin Islands Office of Disaster Recovery ("ODR") through its coordination of the Territory's disaster recovery portfolio.

ODR is the center of coordination and organization across the U.S. Virgin Islands' governmental departments and agencies for recovery efforts related to Hurricanes Irma and Maria (2017) and related funding, including but not limited to the Federal Emergency Management Agency ("FEMA") Public Assistance ("PA") and Hazard Mitigation Grant Program ("HMGP") and the United States Housing and Urban Development ("HUD") Community Development Block Grant – Disaster Recovery ("CDBG-DR"). In addition, ODR also serves as the center of coordination and organization for additional disaster-related funding, such as those that have been made available as a result of the COVID-19 pandemic, including but not limited to the American Rescue Plan Act ("ARPA") and the Infrastructure Investment and Jobs Act ("IIJA") of 2021.

The Department of Public Works ("DPW") has the general control and enforcement over all laws related to public works and is statutorily required to provide architectural, engineering, and other technical services for all projects of the various departments and agencies of the Government of the Virgin Islands pursuant to 3 V.I.C. § 138.

As part of ODR's coordination and maximization of efficiencies in coordinating and organizing the Territory's recovery efforts, ODR has formally solicited and awarded certain professional services contracts for architectural and engineering services to support the Territory's recovery efforts. These contracts are intended to maximize the use of limited resources, promote cost-effectiveness, and facilitate the efficient execution of tasks to complete projects tied to these federal funding sources.

In its general oversight of these projects, ODR works closely with DPW, in its capacity as the Government's engineer of record, and with the Department of Property and Procurement, the

Government's contracting arm, which has the ultimate responsibility for the procurement of goods and services for the Executive Branch. To ensure consistency and efficiency across these collaborations, user agencies within the Executive Branch must adhere to the process outlined below when seeking to obtain A/E services pursuant to a Task Order issued by ODR for a disaster recovery project.

I. Standards for Projects that Qualify for A/E Services through ODR's A/E Services Contracts

User agencies will be permitted to obtain A/E Services through the aforementioned ODR contracts under the following circumstances:

1. The services will support a project being funded with disaster recovery funding being coordinated by ODR;
2. The services will be provided under a Task Order issued by ODR pursuant to a current contract, which was awarded in accordance with the Public Finance Authority's procurement procedures that are aligned with the Department of Property and Procurement's requirements in Title 31, Chapter 23, Section 231 – 251 of the Virgin Islands Code; and
3. User agencies must submit written requests to DPW for related A/E services for a disaster recovery project;
    a. This request must be on the user agency's letterhead, signed by the agency head, identify the user agency's needs and funding source to support the disaster recovery project, and must include an approval/referral block to ODR for the Commissioner of DPW.

II. Requisition Entry Requirements for Executive Branch Agencies

The following documents **must** be attached to each requisition to encumber funding for A/E services performed under a Task Order issued pursuant to an ODR contract:

1. The applicable ODR contract (fully executed between ODR and the contractor) and any amendments;
2. The fully executed Notice to Proceed and fully executed Task Order (must include the agency head's signature) issued by ODR authorizing the specific disaster recovery project;
3. Proposal/invoice from the contractor; and
4. The user agency's request with DPW's approval and referral to ODR.

Additionally, during requisition entry, user agencies must clearly describe the purpose of the requisition in the description box and include the applicable Task Order No. and applicable disaster recovery funding source, e.g., "to encumber funding to pay PFA, ODR for the services to be provided pursuant to Task Order No. ____ issued for FEMA – PW Project No. ____."

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III. Final Note

This Memorandum applies only to A/E services for projects that are related to the Territory's disaster recovery efforts that are managed through ODR. It does not supplant the required procurement processes for A/E Services for projects that are not related to the Territory's disaster recovery efforts, including but not limited to locally funded projects and capital projects otherwise within the purview of DPW.

ACKNOWLEDGED & AGREED:

Date: 1/12/2026

Derek Gabriel, Commissioner
Department of Public Works

ACKNOWLEDGED & AGREED:

Date: 1/16/2026

Adrienne Williams-Octalien, Director
Office of Disaster Recovery

Exhibit B

FORM NO
DPP-CS-01-11
10/3/2011

GOVERNMENT OF THE
UNITED STATES VIRGIN ISLANDS
Department of Property and Procurement

Division of Central Stores
Out of Stock Inventory Items

We regret to inform you that the following items that you requested are presently out of stock or are no longer available.

Stock No.	Description	Comments

we appreciate your business and look forward to serving you in the near future.

____________________________ ____________________

Authorized Signature Date

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Exhibit C

THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
Charlotte Amalie, V.I. 00802
340-774-0001

MEMORANDUM 006-08

TO: All Department and Agency Heads

FROM: John P. de Jongh, Jr.
Governor

RE: **GOVERNMENT TRAVEL REGULATIONS**

DATE: May 19, 2008

Transmitted herewith is a copy of the new Executive Order No. 439-2008 "To revise and update the procedures and regulations pertaining to travel by employees of the Executive Branch of the Government of the United States Virgin Islands".

The Government's travel regulations have not been updated in more than sixteen years. This new Executive Order revises and updates the reporting requirements, procedures and regulations pertaining to travel by members of the Executive Branch. I want to thank each and every one of you for your input and suggestions in the revision process.

Please disseminate the new travel order to the appropriate personnel in your respective Departments and Agencies, and put in place internal procedures to ensure full compliance with the revised reporting requirements and procedures.

Your full cooperation is very much appreciated.

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THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
Charlotte Amalie, V.I. 00802
340-774-0001

RECEIVED
OFFICE OF
08 MAY 20 PM 3:40
SENATE PRESIDENT
USIE R. RICHARDS

Executive Order No. 439 - 2008

To revise and update the procedures and regulations pertaining to travel by employees of the Executive Branch of the Government of the United States Virgin Islands

Pursuant to the authority vested in me by Section 11 of the Revised Organic Act of the Virgin Islands of the United States, it is hereby ordered as follows:

Part I. - Definitions

Section 1.

(a) "Official duty station." Within the Virgin Islands, the "official duty station" of government personnel shall be the island on which such personnel spend a majority of their working hours. Outside the Virgin Islands the "official duty station" of personnel shall be the corporate limits of the city or town in which they are stationed. Personnel shall have only one official duty station. Personnel shall be on "duty status" when they are performing their official duties.

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(b) "Travel expenses" means allowable transportation expenses specified in Part IV of this Order, allowable communications expenses specified in Part V, allowable per diem expenses specified in Part VI and allowable per diem expenses as defined in subsection (c) of this Section.

(c) "Allowable Expenses": The following expenses are allowable under the expense procedures.

1. Lodging, including expenses for overnight sleeping facilities and personal use of a room during the daytime when necessary;

2. Meals, consisting of expenses for breakfast, lunch and dinner. Specifically excluded are alcoholic beverages;

3. Fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, taxi drivers, dining room stewards or stewardesses and others, on vessels, and hotel-servants in foreign countries. Service based tips shall not exceed 15%;

4. Personal laundry and cleaning and pressing of clothing;

5. Service charges regularly imposed by a place of lodging when such charges are not included in the room rate;

6. Telephone calls, e-mail, internet and facsimile charges incurred for official business. Internet service fees shall not exceed $15.00 per day;

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7. Local transportation including usual trips between places of lodging, places of transacting business and places meals are taken when not otherwise reimbursable;

8. Registration fees for conferences and seminars;

9. Taxes, interest and service charges on any of the expenses in items 1 through 9 of this subsection. In the case of items which were charged by the employee and remained un-reimbursed for more than 30 days after a final, fully supported request for reimbursement has been timely submitted to the Department of Finance, interest and late fees in the amount equal to that charged to the employee may be reimbursed;

10. In addition to the expenses in items 1 through 9 of this subsection, or any other necessary expenses related to rooms, lodging, or valet service other than barbers, manicurists, masseurs or other discretionary services which may be enumerated in the account.

Part II. - Travel Authorization

SECTION 2.

(a) All travel outside the Territorial limits of the Virgin Islands, by department or agency heads, or other government employees, shall be authorized in writing by the Governor. Requests for authorization and approval of travel by the Governor shall be in writing and shall be submitted not less than ten (10) working days prior to the contemplated travel. Each such request shall indicate the purpose and total cost of

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the travel, each government employee expected to travel and a written explanation for late submission of travel requests.

(b) All other travel by employees within the Territorial limits of the Virgin Islands shall be approved in writing by the head of an agency or his designee for whose account the travel is to be performed.

(c) Each department and agency head shall transmit to the Governor, by the tenth day of each month, a report of all travel performed by personnel of his department or agency during the previous month, including details of the travel and an explanation of what the travel accomplished. Failure to submit timely reports may result in sanctions such as future travel not being approved.

Part III. Travel Documents

SECTION 3.

(a) Travel authorization for travel outside the Territory shall be contained in a "Government Transportation Request Authorization-Invoice (Carrier) Voucher," Form FD-2-53 (hereinafter "GTR") and for travel within the Territory, a "Government Transportation Request/Authorization" Form FD-2-58 (hereinafter "local GTR"). Both forms shall be issued and approved prior to the incurrence of the expenses, and shall

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specify the travel to be performed and the purpose thereof as definitely as circumstances will permit.

(b) Upon completion of the authorized travel, the traveler shall submit his claim for reimbursement of travel expenses and an accounting of a cash advance (if applicable), on a "Claim for Travel Expenses" (hereinafter "Travel Expense Claim") and on a "Travel Voucher," (Form F.D. 2-42). The Travel Expense Claim shall be maintained by the traveler's department or agency, and the Travel Voucher shall be forwarded by the traveler's department or agency to the Finance Department, to serve as the basis for reimbursement of the travel expenses. The Travel Expense Claim and Travel Voucher will be submitted to the Department of Finance not later than ten working days after the termination of official travel status.

(c) When the duration of the trip is more than thirty days, claims and vouchers shall be rendered monthly. Items in claims and vouchers must appear in chronological order and all charges for the period covered must be included. Every Travel Voucher shall be supported, where applicable, by a copy of the G.T.R., considered together, must show dates of travel, points of departure and destination, the name of the Carrier and value of the transportation secured. When leave of absence of any kind is taken while in travel status, including Sundays and holidays, the exact hour of departure from and return to duty status, must be shown on the reimbursement documents.

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SECTION 4.

A G.T.R. is, in part, an order by the head of the department or agency or his designee for whose account the travel is to be performed for specified transportation or lodging accommodations, for presentation by the person traveling on official business directed to transportation companies or lodging providers for exchange by them for such accommodations. Charges for service obtained by a G.T.R. will be paid only when the duly approved G.T.R. and a corresponding invoice is presented by the Carrier or lodging provider to the Finance Department.

SECTION 5.

(a) Whenever travel has been performed and expenses incurred without prior authority on account of an emergency, the Travel Voucher must be approved by the head of the department or agency or his designee for travel within the Territorial limits of the Virgin Islands and by the Governor for travel outside the Territory, as set forth in Section 2, and such approval shall constitute the authority for travel. The Travel Expense Claim and the Travel Voucher submitted on account of such travel must contain a satisfactory statement of the facts constituting the necessity therefor.

(b) Once the Governor or department or agency head or his designee has authorized in writing, travel within or outside the Territorial limits, that travel authorization, on which the Governor or department or agency head has signed, is

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unalterable. In the event that a change becomes necessary, a new G.T.R. indicating the desired change in travel must be re-submitted to the Governor or department or agency head for his approval. The original G.T.R., along with a letter of explanation must accompany the new travel request.

Part IV. - Allowable Transportation Expenses

SECTION 6.

Transportation costs to be paid or reimbursed by the Government shall include the cost of necessary official travel on official business by air, sea, rail, taxicab and other usual means of conveyance, and the cost of baggage handling and transfer. An allowance will be provided for transportation and must be substantiated by receipts.

SECTION 7.

(a) All travel shall be by the most economical route, although travel by other routes may be allowed when the official necessity therefor is satisfactorily established. In case a traveler travels by a less economical route for his own personal convenience, the extra expense shall be borne by the traveler.

(b) Except in the case of travel by the Governor and the Lieutenant Governor and personnel designated to accompany them who may, when appropriate, use first-class accommodations, all air travel shall be economy class; and excursion fares,

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round-trip fares, advanced purchases and other reduced fares shall be employed whenever possible.

(c) Travel other than air travel shall be at the lowest rate available, through tickets, reduced rates and round-trip tickets whenever possible.

SECTION 8.

The hire or charter of a boat, aircraft, or other special conveyance will be allowed only in cases of emergency and when no public or regular means of transportation is available or when such regular means of transportation cannot be used advantageously in the interest of the Government. In such a case, a statement authorizing the use of special transportation shall be inscribed on the face of the G.T.R. Charges for the hire of a conveyance owned by other government personnel, or by a member of the traveler's family, or by a member of the family of other government personnel, will not be allowed in the absence of a satisfactory statement showing that the conveyance was not procured because of such personal or official relationship, that it was not practicable otherwise to procure adequate transportation, that the member of the family furnishing such conveyance was not dependent upon the traveler for support, and that the charges were reasonable. The rental of an automobile outside the Territory may be approved in advance by the agency or department head when it is demonstrated that the cost or the reimbursement sought for the rental of the

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automobile, including insurance, will be equal to or less than the anticipated expenses for other required transportation. When the use of a rental automobile is approved by the agency or department head, liability and loss damage insurance coverage must be acquired by the traveler. Additionally, only compact vehicles will be rented unless due to the number of travelers a bigger size automobile is needed, which must be approved in writing by the agency or department head or his designee prior to travel.

SECTION 9.

(a) Baggage accompanying the traveler shall contain only such items to be used for official business, and items of wearing apparel and personal effects needed by the traveler for the journey. Baggage in excess of the weight or size carried free by transportation companies shall be classed as excess baggage. When a claim for reimbursement for the excess baggage charges is submitted, an explanation of the official necessity therefore shall be included. All such charges must be supported by receipts showing the weight of the baggage and points between which it was transported.

(b) Necessary charges for baggage transfers will be allowed at rates not exceeding the customary local rates.

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Part V. - Allowable Communications Expenses

SECTION 10.

Telephones, cellular phones, pagers, facsimile, internet and e-mail may be used on official business when such means of communication is essential. A copy of the detailed bill must accompany the Travel Expense Claim. Customary and usual charges for local telephone calls imposed by a place of lodging will be allowed up to $10.00 per day. Internet service fees must not exceed $15.00 per day. Long distance calls will be allowed on official business provided that a statement is furnished showing the name of the person called, the cost of the call, the number called and a statement that they were made on official business. The purchase of long distance calling cards may be authorized by the department or agency head on a G.T.R.

Part VI. - Allowable Per Diem Expense

SECTION 11.

Per diem expenses shall be allowed for the cost of meals purchased during the course of authorized travel, including gratuities paid but excluding the cost of alcoholic beverages.

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Part VII. - Travel Not Requiring an Overnight Stay

SECTION 12.

When travel on official business does not require an overnight stay, payment or reimbursement of travel expenses by the Government shall be limited to the traveler's transportation expenses allowable under Section 6 and communications expenses allowable under Section 10.

Part VIII. - Travel Requiring an overnight stay

SECTION 13.

(a) For travel on official business within the Virgin Islands which requires an overnight stay, in addition to the traveler's transportation expenses allowable under Sections 6 and communication expenses allowable under Section 10, the traveler shall receive the actual cost of his hotel room, excluding taxes and service charges, not however to exceed $150 per night during the months of May to November, inclusive, and not to exceed $175 per night during the months of December to April, inclusive, plus per diem, expenses not to exceed $75 per day. Employees will be reimbursed for actual lodging costs incurred not to exceed the applicable maximum amount stated above. Employees traveling on official business will be reimbursed actual costs for personal laundry and cleaning and pressing of clothing and local transportation including the usual tips, between places of

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lodging, places of transacting business and places where meals are taken.

(b) Whenever a department or agency head who resides on one of the Virgin Islands considered to be his duty station must stay overnight on the island on which his duty station is not located and such overnight stay is occasioned by or in connection with job related activities, he shall be entitled to the travel expenses provided in Subsection (a) of this Section. The Lieutenant Governor, under these same circumstances, shall receive actual travel expenses.

(c) For travel on official business outside the territorial limits of the Virgin Islands which requires an overnight stay:

(1) Government personnel, in addition to the expenses allowable under Sections 6 and Section 10, shall receive the actual cost of hotel rooms, excluding taxes and service charges, not however to exceed $250 per night, plus per diem expenses not to exceed $75 per day, plus actual costs for allowable expenses authorized under Section 1(c)3 through Section 1(c) 9 unless approved by the Governor.

(3) All hotel rooms shall be procured at a government's discount rate whenever possible or best available rate, whichever is less.

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(d) It is the responsibility of each department or agency head to see that a G.T.R. is requested to cover only such travel expenses as are justified by the nature of the travel.

(e) Due to the nature of the duties and responsibilities of the Governor and the Lieutenant Governor, whose necessary travel expenses are unusually high because of the nature of their duties, their travel shall be authorized in the amount of their actual travel expenses. Actual travel expenses may also be authorized for government personnel who accompany the Governor or the Lieutenant Governor on travel inside and outside the territorial limits of the Virgin Islands, in instances in which the Governor or Lieutenant Governor specifically approve, in writing, the application of this Subsection to such personnel based on the circumstances of such travel.

(f) The Governor and Lieutenant Governor may use funds in their respective offices' contingency funds or such other available office travel funds from any other source to pay for their spouses' travel, room and board, and other incidental or related travel expenses, both inside and outside the Territory, when the spouses are accompanying them on official or state missions or business. This Subsection shall also apply when the spouses are not accompanying the Governor and Lieutenant Governor but nevertheless are attending official or state missions or business.

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Part IX. - Attendance at Conferences

SECTION 14.

(a) Absence from duty status is chargeable as a leave of absence, except that no such charge shall be made where absence from duty status is for the purpose of attending a conference which is certified by the department or agency head as being directly related to the employee's work assignment and duties. When the department head has certified such a relationship and has determined that no departmental funds are available for such attendance, the employee involved may, with the approval of department head, elect to attend the conference at his own expense. Under such circumstances the time spent at the conference, including normal time shall not be chargeable against the employee's accumulated leave. Nothing contained herein shall deprive the employee of legitimate use of sick leave to cover illness occurring during attendance at such conferences.

Part X. - Allowance for Private Vehicle Use

SECTION 15.

(a) Pursuant to the provisions of Title 31, Section 161(a), Virgin Islands Code:

(1) Where Government employees are required upon the request of the department or agency head, or his designee, to use their personally owned motor vehicles in the conduct of official government business which they are responsible for, they shall be reimbursed at the rate of sixty-five cents (.65¢)

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per mile. Such reimbursement shall be made upon submission of certified vouchers indicating applicable odometer readings and such other information as required by the Commissioner of Property and Procurement or his designee.

(2) No Government employee shall be entitled to any reimbursement unless an application therefore shall be submitted by the head of the department or agency concerned, setting forth the justification for the use of the personally owned motor vehicle which shall be approved by the Commissioner or his designee. Any approval for reimbursement shall expire on September Thirtieth of the fiscal year within which it was given and shall be reapplied for in the same manner as the original application in order to be in effect in the subsequent fiscal year.

(b) Government employees shall be reimbursed for parking fees when travelling on official business and when utilizing their private or Government vehicle. Such fees shall not exceed $25.00 per day. Reimbursement shall be made upon submission of a parking receipt.

PART XI - Miscellaneous Provisions

SECTION 16.

(a) Government personnel traveling on official business shall be provided with an allowance for all transportation expenses and shall exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

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Advances of funds to personnel for travel expenses, which will be one hundred percent (100%) of the estimated cost for accommodations, transportation and per diem, excluding airfare, shall be made only upon approval and certification of the head of the department or agency or his designee concerned.

(b) Government personnel, who receive advances of funds pursuant to subsection (a) of this section, shall submit all vouchers, receipts, or other documentation which fully account for all expenditures, other than per diem, made while traveling on government business within ten (10) working days of completion of the authorized travel. Failure to do so may result in disciplinary action, including denial of future advance request suspension, or dismissal.

(c) Reimbursement claims viewed to manipulate the intent of this Order or to be profitable to the employee will not be approved.

SECTION 17.

When it is impracticable to furnish receipts (other than per diem) or the traveler is unable to do so, the failure to do so must be fully explained in the Travel Claim or by affidavit and authorized by the Department Head or agency.

SECTION 18.

(a) Administration of the Government Travel Regulation to conform to this Executive Order is the responsibility of the

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Commissioner of Finance, and as such, directives, subject to the approval of the Governor, may be issued as required.

(b) Monitoring of the Government Travel Regulation to conform to this Executive Order is the responsibility of the department or agency head, and as such, directives, subject to the approval of the Governor, may be issued as required.

SECTION 19.

Executive Orders No. 310-1989, 318-1990 and 337-1992 are hereby rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Government of the Virgin Islands of the United States to be affixed at Charlotte Amalie, St. Thomas, United States Virgin Islands, this 19th day of May, A.D., 2008.

John P. de Jongh Jr
Governor

ATTEST:

Gregory R. Francis
Lieutenant Governor

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Exhibit D

THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
Charlotte Amalie, V.I. 00802
340-774-0001

EXECUTIVE ORDER NO. 524-2022

BY THE GOVERNOR OF THE UNITED STATES VIRGIN ISLANDS

TO UPDATE EXECUTIVE BRANCH TRAVEL POLICIES

****

WHEREAS, from time to time it is necessary and appropriate to update the travel policies of the Executive Branch; and

WHEREAS, the most recent executive travel policy was established by Executive Order No. 439 in the year 2008; and

WHEREAS, the cost of travel has significantly increased since the most recent executive travel policy was established; and

WHEREAS, Executive Branch employees who reside on the island of St. John and are stationed on the island of St. Thomas for their work assignments incur additional transportation costs in order to report to work; and

WHEREAS, it is necessary for the orderly function of government that the executive travel policies facilitate the travel of executive branch employees to and from their work obligations.

NOW THEREFORE, I, Albert Bryan Jr., Governor of the United States Virgin Islands, by virtue of the authority vested in me by the Revised Organic Act of 1954, as amended, do hereby ORDER:

SECTION 1. Travelers on official business which requires an overnight stay shall be reimbursed the actual cost of a hotel room, including taxes, not to exceed $350 per night for hotels within the U.S. Virgin Islands, and not to exceed $400 per night for hotels outside of the U.S. Virgin Islands.

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SECTION 2. Hotel rooms shall be procured at a government discount rate whenever possible. Should the available rate at the time of booking be less than the government discount rate, the room shall be booked at the best available rate.

SECTION 3. Executive Branch employees who reside on the island of St. John and are stationed on the island of St. Thomas shall be reimbursed for reasonable ferry transportation costs. Such ferry reimbursements shall be facilitated using a procedure developed by and acceptable to the Department of Finance. Ferry reimbursements shall be paid no later than 30 days after appropriate documentation is submitted to the Department of Finance.

SECTION 4. Provisions of Executive Order No. 439-2008, including section VIII relating to hotel costs, and any previously established policies which are in conflict with this Order are repealed and replaced with the updated provisions herein. All other provisions of Executive Order No. 439-2008 remain in effect.

IN WITNESS WHEREOF, I have hereunto executed this Executive Order by setting my hand and causing the Seal of the Government of the United States Virgin Islands to be affixed at Christiansted, St. Croix, Virgin Islands, this 20 day of September, A.D., 2022.

Albert Bryan Jr.
Governor

ATTEST:

Tregenza A. Roach, Esq.
Lt. Governor