To review the release and permit information associated with a purchase requisition (PR), navigate to the PR and open the Release & Permit tab.

**R&P Main Parameters**: Covers the type of release and permit that applies to the items in the purchase requisition, including whether it is an IT or Non-IT release and permit, and any exemptions that may apply.

**R&P Associated to this Purchase Requisition**: Contains specific information about any release and permit(s) that have been assigned to a purchase requisition, including:

1) **Purchase Order/Purchase**: Notes any purchase orders (POs) and purchase requisitions (PRs) associated with an R&P. Note in this example that the purchase requisition has not been fully approved into a purchase order.

2) **Description of the R&P**

3) **Item ID**: Name of the item covered in the R&P (if not blanket)

4) **Agency**: Notes any agency associated with an R&P

5) **Release & Permit Type**: Indicates whether an R&P is a Blanket, Pre-Governed, or Standard R&P

6) **State Contract Number**: If the R&P is tied to a specific State contract, its number will be listed here

7) **Enterprise**: This box will be checked for an Enterprise R&P

8) **ID**: The unique system ID of the R&P

9) **R&P Amount**: The amount covered by the R&P

10) **Contract**: If the R&P is tied to a specific contract, the contract name will be listed here

11) **IT**: This box will be checked for an IT R&P

12) **R&P**: The Release and Permit number that will be sent to OAKS

13) **Business Unit**: If the R&P is tied to a specific Business Unit, it will be listed here
Key benefits of R&P in Ohio Buys:

- When a purchase requisition (PR) has received the proper approvals and requires a R&P, a R&P number will be automatically assigned to it.
- R&P can apply to IT, or non-IT purchases; however, please note that PRs should not combine items that require both IT and non-IT R&P.
- After receiving an R&P or subsequent Controlling Board number for a PR they can be added at the line item level from the associated drop-down menus.

**Pre-Governed IT Release and Permit**

If an agency has an existing R&P for a contract, the R&P number will automatically populate after a PR has received Requisitioner, Procurement, and Fiscal approval. If an agency does not have an existing R&P number, the workflow will automatically generate one.

1) A Pre-Governed/Enterprise R&P will allow unlimited use, will populate the amount of the R&P as $999,999,999

2) For a Pre-Governed/Non-Enterprise Contract R&P the Amount will populate as the amount of the of the approved PO (sum of the line items per contract or Supplier).

**IT Release and Permit**

1) For IT purchases below $25,000, the PR workflow will automatically assign your agency’s Blanket R&P number. Each agency’s Blanket R&P will be entered in Ohio Buys for the assigned agency. There will be unlimited use of the blanket, and its value will be $999,999,999.00. When an agency purchase is below $25k, the purchase request will automatically utilize the Blanket R&P. If your PR contains line items with governance commodity codes, it will go through IT Strategic Investment Management (SIM) review prior to being assigned its blanket R&P number.

2) For IT purchases greater than $25,000, the PR workflow will automatically assign an R&P after the PR has gone through a full IT approval. The R&P Amount will equal the total of the approved PO (sum of the line items per contract or Supplier).
Step-by-Step Instructions for Reviewing Release and Permit Information

Standard Non-IT Release and Permit

For non-IT purchases requiring a R&P, an R&P will be assigned for you after DAS Procurement has completed its review. Non-IT R&P’s will be required for any purchase requisition where the cost of the line items exceeds $49,999.99 for a single Supplier, and will be routed to DAS Procurement for review. The R&P amount will be the total amount of the approved PR (sum of lines per contract or Supplier).

Blanket Non-IT Release and Permit

If you are using a DAS exempt account code that has been granted a blanket wavier on a purchase, Ohio Buys will auto assign a Non-IT blanket R&P and bypass the DAS review step.

For DAS solicitation when using a blanket code, you can fill out the request for solicitation form that can be accessed from the Sourcing tab, or within the purchase requisition.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).