

# **CHAPTER 3.2: REQUISITIONS**

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## **I. INTRODUCTION**

### **I.A. Purpose and Scope**

This chapter establishes Department of Energy (DOE) requirements for the submission and approval of requisitions used to request and authorize actions that establish or modify contracts, financial assistance awards, and other transaction (OT) agreements. A requisition is an internal request that authorizes the appropriate officer—a Contracting Officer (CO), Grants Officer (GO), or Agreement Officer (AO)—to enter into a binding agreement with a Federal or non-Federal entity. Procurements are approved by a Contracting Officer (CO), financial assistance agreements are approved by a Grants Officer (GO), and OT agreements are approved by an Agreement Officer (AO).

Requisitions capture essential information, including the requirement description, business justification, and estimated cost. They document the required budgetary and programmatic approvals, helping ensure that planned obligations and expenditures align with available budgets, program objectives, and organizational policies. Requisitions apply to transactions with Federal and non-Federal entities, including procurements, financial assistance awards, and OT agreements.

An approved funding requisition results in the commitment, or reservation, of funds in DOE's accounting system, the Standard Accounting and Reporting System (STARS). Funds are obligated when the contract, award, or OT agreement is finalized. As a critical internal checkpoint, the requisition process promotes transparency, accountability, and compliance; provides a clear audit trail; and helps prevent unauthorized spending.

### **I.B. Exclusions**

#### **I.B.1. Process-level guidance**

This chapter does not provide detailed process-level guidance on use of DOE's procurement system. The Office of Management provides process-level guidance for use of the system.

#### **I.B.2. Suitability and Availability of Funds Process**

This chapter does not provide guidance regarding DOE's Suitability and Availability of Funds (SAF) process for financial assistance awards.<sup>1</sup> See section VI.B of this chapter for special procedures to follow when funding for an award has already been reviewed as part of the SAF process.

#### **I.B.3. Excluded Transaction Types**

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<sup>1</sup> Current guidance regarding the SAF process is specified in the May 12, 2026, joint CFO and Office of General Counsel memorandum, "Updated Suitability and Availability of Funds Guidance and Template," which is available on the CFO Financial Direction Resources site.

The following transaction types are excluded from the requirements in this chapter:

- Miscellaneous Obligations (see Chapter 5 of the *DOE Financial Management Handbook*)
- Purchase card transactions
- Interagency agreements (see section VIII of Chapter 13.1 of the *DOE Financial Management Handbook*)

**I.C. Applicability**

This chapter is applicable to all Departmental Elements, including the National Nuclear Security Administration and the Power Marketing Administrations.

This chapter does not apply to contractors.

**I.D. Exception Requests**

Any requests for exceptions to the requirements in this chapter should be provided to the CFO Office of Financial and Audit Management (CF-20) and must be approved by the CFO and the Cognizant Senior Procurement Executive.

**II. KEY REQUIREMENTS**

**II.A. Use of DOE's System of Record**

Requisitions are processed through the Department's procurement system of record (currently the Strategic Integrated Procurement Enterprise System or STRIPES) unless an exception is approved. Identified exceptions are noted in section VI of this chapter.

**II.B. Availability of Funds**

Funding authorized for obligation through a requisition must be available for the purpose of the requested transaction, in the amount specified, and for the time period in which the requested transaction will be finalized.

**II.C. Consistency with Policy Objectives**

Approved requisitions must be consistent with current program requirements, policy direction, and DOE leadership direction.

**II.D. Timeliness**

Officials designated to make decisions on requisitions must make timely decisions—generally within five business days. Specific due dates for actions required to maintain current operations or activities should be clearly conveyed to the designated officials by the relevant program.

**III. DESIGNATED POSITIONS FOR REQUISITION APPROVAL**

**III.A. Designated Positions**

### **III.A.1. Program Approving Official**

The Program Approving Official (or “Program Office—Non-Budget Approver” as defined in STRIPES) is designated by the Head of the Departmental Element to ensure policy alignment for the requested action.

Departmental Elements without a designated policy position should consult with the Chief of Staff for the Office of Management to determine the appropriate Program Approving Official. (Not applicable to NNSA, the Office of Intelligence and Counterintelligence, and the Power Marketing Administrations).

Offices can designate more than one individual as a Program Approving Official. Offices that process a high volume of requisitions should designate a sufficient number of Program Approving Officials to handle the anticipated requisition volume. Designating multiple officials can also prevent processing delays when a specific individual is not available.

Programs managing M&O contracts should designate separate Program Approving Officials for M&O contract requisitions. See VI.A. of this chapter.

### **III.A.2. Budget Approving Official**

The Budget Approving Official certifies use of funds for the requested action. The Budget Approving Official must be designated by the Budget Execution Officer. Per DOE Order 130.1B, the Budget Execution Officer is the recipient of funding allotments from the CFO, which provides obligational authority.

Offices can designate more than one individual as a Budget Approving Official. Offices that process a high volume of requisitions should designate a sufficient number of Budget Approving Officials to handle the anticipated requisition volume. Designating multiple officials can also prevent processing delays when a specific individual is not available.

Programs managing M&O contracts should designate separate Budget Approving Officials for M&O contract requisitions. See VI.A. of this chapter.

### **III.A.3. Reviewing Official**

The Reviewing Official is an optional role assigned per Departmental Element discretion. The Reviewing Official provides program visibility and quality control for ongoing actions. (Note that the reviewing official role in STRIPES is described as the “STRIPES Program Office Budget” role).

### Summary of Requisition Review and Approval Roles

| Title                                                                                  | Requisition Approval Role                                                                          | Designated by:                                                                          | Mandatory |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------|
| <b>Program Approving Official</b><br>("Program Office—Non-Budget Approver" in STRIPES) | The proposed action is consistent with applicable policy & guidance. See section V of this chapter | Head of the Departmental Element                                                        | Yes       |
| <b>Budget Approving Official</b>                                                       | Review and approve the funding cited for the proposed action. See section IV of this Chapter       | Budget Execution Officer                                                                | Yes       |
| <b>Reviewing Official</b><br>("STRIPES Program Office Budget")                         | Not required for requisition approval. Allows visibility on current actions.                       | Head of Departmental Element, Budget Execution Officer, or Designated Financial Officer | No        |

#### III.B. Annual Review and Certification of Designated Positions

All Departmental Elements must recertify their designated positions for requisition approval annually, or when an individual occupying a designated position leaves the position. Recertifications must be approved by the Head of the Departmental Element and Budget Execution Officer.

Recertifications must be provided to the DOE Office of Management and the Office of the CFO consistent with current processes.

#### III.C. Inherently Governmental Function

The approval of requisitions represents a Governmental decision relating to the use of Governmental resources, and thus constitutes an inherently governmental function as defined by OMB Circular A-76 and the FAIR Act (P.L. 105-270). Thus, the function cannot be assigned to contractors.

#### III.D. Maintain Segregation of Duties

The same individual cannot be designated as both the Program Approving Official and the Budget Approving Official.

#### III.E. Routing Requisitions for Approval

### **III.E.1. Routing for Program Approving Officials**

Requisitions must be approved by a Program Approving Official who can satisfy the requirements for requisition approval specified in section V of this chapter. When a requisition includes funding from multiple offices, the approving official may need to consult with the designated officials for other offices before approving the requisition.

### **III.E.2. Routing for Budget Approving Officials**

Requisitions must be approved by a Budget Approving Official who can satisfy the requirements for requisition approval specified in section IV of this policy. When a requisition includes funding from multiple offices, the approving official may need to consult with the designated officials for other offices before approving the requisition.

## **IV. BUDGETARY APPROVAL OF REQUISITIONS**

### **IV.A. Designation of the Budget Approving Official for Requisitions**

The Budget Approving Official for Requisitions must be designated by the Budget Execution Officer. The Budget Execution Officer, as defined in DOE Order 130.1B, is responsible for ensuring the appropriate execution of the funding allotted to each Departmental Element.

### **IV.B. Consistency with Program Spend Plans**

Departmental Elements are responsible for managing their budget execution in a manner consistent with spend plans submitted to the Office of Management and Budget. Requisitions should not conflict with submitted spend plans.

### **IV.C. Requirements for Funding Approval**

Requisitions are prepared and routed for approval when appropriate management officials have determined there is a programmatic need for the requested action. The role of the Budget Approving Official is to ensure that the funding cited on the requisition is available for the purpose of the requested transaction, in the amount specified, and for the time period in which the requested transaction will be executed. The Budget approving Official is not expected to reassess decisions made by management regarding the programmatic utility and benefit of the action that would be authorized by the requisition.

#### **IV.C.1. Purpose**

The Budget Approving Official must verify that the requested award is consistent with the purpose for which the funding cited on the requisition was appropriated (31 U.S.C. 1301). The Budget Approving Official must also ensure adherence to any restrictions and limitations included in apportionments and allotments.

The Budget Approving Official should identify any circumstance that creates a reasonable question regarding whether the proposed use of funds is consistent with the purpose for which the funds were appropriated. Resolving questions on the purpose of appropriated funding requires an assessment of the statute providing the funding, and thus should be referred to the Office of General Counsel, Associate General Counsel for Finance and Information Law (GC-22), site counsel, or the NNSA General Counsel, as appropriate. The Budget Approving Official may rely upon prior GC review of funding sources when approving a requisition, notably through the SAF process (see VI.B of this chapter).

When consistent with local procedures, the Budget Approving Official may obtain funding verification from another official designated by the Budget Execution Officer.

#### **IV.C.2. Amount**

For requisitions processed in STRIPES, funding availability is assessed through a system interface with the DOE accounting system (STARS). The system will not process the requisition if the funds cited are not currently available in the amounts specified.

For Departmental Elements that do not use STARS, funding availability is assessed in the Departmental Element's primary accounting system prior to creating the requisition in STRIPES.

#### **IV.C.3. Time**

##### **IV.C.3.i. Current Availability for Obligation**

For requisitions processed through the Department's procurement system of record (currently STRIPES), the system will determine whether the cited funds are currently available for obligation.

For Departmental Elements that do not use STARS, funding availability is assessed in the Departmental Element's primary accounting system prior to creating the requisition in STRIPES.

##### **IV.C.3.ii. Time Limitation**

For time-limited funds, the Budget Approving Official must ensure that the period of performance for the contract, award, or agreement does not exceed the time period in which the funding is available for payment. Time limited funds are cancelled five years after the funds expire for purposes of obligation and can no longer be used for payments (31 U.S.C. 1552(a)). See also section IV of Chapter 5 of the DOE *Financial Management Handbook*, "Accounting for Obligations."

For contracts or OT agreements resulting in the provision of severable services, the allowable period of performance is shorter. Severability determinations are made by the CO or AO. Thus, the Budget Approving Official should consult with the CO or AO as needed to determine whether the planned action results in the procurement of several services.

Guidance on severability determinations is contained in section IV of Chapter 5 of the DOE *Financial Management Handbook*, “Accounting for Obligations,” and the DOE Acquisition Guide, Chapter 32-703-3, “Time-Limited Funding on Contract Planning, Award, and Administration.”

#### **IV.D. Multiple Funding Sources for Financial Assistance and Other Transactions**

##### **IV.D.1. General Guidance**

It is preferable to avoid citing multiple funding sources on the same award or agreement. When multiple funding sources are identified for Financial Assistance Notice of Funding Opportunity (NOFO), Broad Agency Announcement, or Request for Agreement Announcements, a single funding source should be chosen for each individual award whenever possible.

##### **IV.D.2. Funding from Separate Appropriations or Congressional Control Points**

###### **IV.D.2.i. Separate Sources Equally Available for the Purpose of a Single Award or Agreement**

DOE may have funding from separate Congressional control points (C-parents) that are equally available for the purpose of a single award or agreement. This may occur when DOE receives funding outside of the normal annual appropriations process, such as through a supplemental appropriations bill or a mandatory spending bill, or when a single award or agreement supports multiple DOE program outcomes.

The following requirements apply to any requisition made for a single award or agreement that cites funding from multiple separate Congressional control points:

- The Office of General Counsel must review and concur that the separate funding sources are equally available for the purpose of the planned award or agreement, and
- Advance notice must be provided to the cognizant Designated Financial Officer (DFO) because manual adjustments may be necessary to properly record the costs incurred. See III.C.3 of Chapter 14 of Financial

Management Handbook, “Financial Assistance and  
Other Transactions.”

**IV.D.2.ii. Funding Sources with Statutorily Separate Purposes**

Funding available for different statutory purposes cannot be commingled on the same award or agreement. To ensure the appropriate assignment of costs to the separate funding sources, separate awards or agreements must be issued for each funding source.

Any exceptions must be granted by the CFO. The CFO will only consider exception requests when the cognizant Designated Financial Officer (DFO) certifies that supplemental recipient reporting will be provided in such a manner that will allow for costs to be allocated accurately to the separate funding sources.

**IV.E. Multiple Funding Sources for Procurements**

**IV.E.1. Management and Operating (M&O) Contracts**

Separate funding lines obligated on a DOE M&O contract are specified by the cognizant Designated Financial Officer (DFO) consistent with local procedures. M&O contractors must assign costs in a manner consistent with the Obligation of Funds contract clause (48 CFR 970.5232-4).

**IV.E.2. Other Procurements**

When practical, funding from separate appropriations or Congressional Control points (C-Parents) should be obligated to separate Contract Line Items (CLINs) or task orders. This ensures that costs are recorded accurately to the separate funding sources during contract execution.

Exceptions are permitted when the goods and services procured are:

- For the benefit of multiple separate funding sources with agreed-upon cost sharing between the different funding sources; and
- Unitary in nature so that it is not practical to divide the acquisition into separate CLINs.

**V. PROGRAM APPROVAL OF REQUISITIONS**

The Program Approving Official must ensure that requisitions are consistent with current program requirements, policy direction, and DOE leadership direction. This includes compliance with relevant Executive Orders, Regulations, and DOE programmatic guidance.

The proposed contract, financial assistance, or OT action is not approved and cannot move forward without approval from the designated Program Approving Official.

## **VI. EXCEPTIONS AND SPECIAL PROCEDURES**

### **VI.A. Requisitions for Management and Operating (M&O) Contracts**

Requisitions for M&O contracts are processed regularly by the cognizant office to increase or decrease amounts made available under existing funding lines, or add or remove funding lines. M&O contract actions regularly affect hundreds of separate funding sources and frequently must be processed quickly to avoid disruptions to mission work. Funding is provided to the cognizant office through the preallocation process in DOE's budget system, BFADS. The requirements of section IV.C of this chapter are not applicable to M&O contract requisitions because the funding is approved for obligation on the M&O contract at the time the preallocation is made.

Departmental Elements with cognizance over M&O contracts should designate officials specifically to review and approve M&O requisitions who are familiar with current procedures for M&O contract obligations and can process requisitions in a timely manner. See III.A.1. and III.A.2 of this chapter.

### **VI.B. Nonduplication with the Suitability and Availability of Funds (SAF) Process**

DOE's Suitability and Availability of Funds process was established to (1) ensure program budget and legal review of planned funding sources for financial assistance awards prior to issuance of a Notice of Funding Opportunity and (2) ensure leadership review of planned awards.

The requirements in this chapter are not intended to duplicate the SAF program budget and legal review process. Requisitions for awards that have already been reviewed through the SAF process do not require additional, substantive budget and program review. When reviewing a proposed requisition, the Program Reviewing Official and the Budget Approving Official can rely on prior approvals of the Notice of Funding Opportunity or of individual awards made through the SAF process.

### **VI.C. Nonappropriated Power Marketing Administration Funding**

The requirement in IV.E.2. of this chapter does not apply to nonappropriated funding made available to the Western Area Power Administration (WAPA), the Southwest Power Administration (SWPA), and the Southeast Power Administration (SEPA). The Budget Approving Officials for WAPA, SWPA, and SEPA are responsible for validating that the use of nonappropriated funding consistent is appropriate for the requisition.

### **VI.D. Requisitions Processed Outside of STRIPES**

The Office of Science and the Western Area Power Administration have

arrangements current as of October 1, 2026, to fully or partially process requisitions outside of STRIPES. Current system processes may continue for these existing arrangements. However, the Office of Science and the Western Area Power Administration are responsible for obtaining program approval consistent with the substantive guidance in section V. of this chapter and budgetary approval consistent with the substantive guidance in section IV of this chapter.

## VII. DEFINITIONS

- **Requisition.** A requisition records budgetary and programmatic approval of transactions with Federal and non-Federal entities, including procurements, financial assistance awards, and OT agreements, and authorizes a CO, GO, or AO to enter into a binding agreement with a non-Federal entity.
- **Broad Agency Announcement.** A general competitive notice of an agency's research interest that solicits scientific or R&D proposals from the public.
- **Notice of Funding Opportunity (NOFO).** A public notice of funding available for financial assistance awards.
- **Request for Application (RFA).** A public request for applications for OT agreements, which may include Partnership Intermediary Agreements (PIAs) and Technology Assistance Agreements (TIAs).

## VIII. REFERENCES

- DOE Order 130.1B, *Budget Planning, Formulation, Execution, and Departmental Performance Management*, provides DOE direction regarding budget execution requirements, roles, and responsibilities.
- DOE *Financial Management Handbook* Chapter 5, "Accounting for Obligations," which provides guidance on recording obligations, including obligations for time-limited funds.
- DOE *Financial Management Handbook* Chapter 3.1, "Budget Execution Topics and Accounting for Appropriations," describes the process by which DOE compiles the base table that details relevant Congressional budgetary control points, or C-Parents.
- DOE Financial Management Handbook Chapter 14, "Financial Assistance and Other Transactions," provides guidance regarding the appropriate recording of costs when multiple funding sources are obligated on the same financial assistance award or OT agreement.
- DOE Acquisition Guide, Chapter 32-703-3, "Time-Limited Funding on Contract Planning, Award, and Administration."
- The Purpose Statute, 31 U.S.C. 1301, which reads in part "Appropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law."