

# Quick Reference Guide: WCB-DUES Form

## PURPOSE OF THE WCB-DUES FORM

State of Maine agencies and departments must complete a WCB-DUES form each fiscal year to identify membership dues and subscription fees totaling over \$5,000 for “services, resources and/or other benefits” that directly relate to the agency’s mission and purpose and/or are required by law.

## BEST PRACTICES FOR SUBMITTING WCB-DUES FORM

Ideally, your agency should submit its annual WCB-DUES form through the PurchasingME system early in the new fiscal year, e.g., June or July.

After it is processed, your agency will receive a Notice of Intent to Waive Competitive Bidding (NOI) number, which you can use on future requisitions instead of attaching the WCB document.



Note: Although agencies are encouraged to submit their WCB-DUES form early in the fiscal year, there is no firm deadline and the form will be processed by the Division of Procurement Services throughout the year when it is received.

## TIPS FOR COMPLETING WCB-DUES FORM IN PURCHASINGME

Agencies often have questions about completing portions of the WCB-DUES form in PurchasingME. The Division of Procurement Services recommends the following:

- Contractor Name – Enter **Multiple**
- Contract Start/End Dates – Enter **July 1** through **June 30** of the current fiscal year
- CT/RQS Number – Enter all zeros, i.e., **0000000000000000**
- Amount – Enter the total dollar amount of all membership vendors listed

*Questions? Contact [Terry Demerchant](#) in the Division of Procurement Services.*