

Part II Chapter 08
Procurements from Effective DGS Statewide
Requirements Contracts

- A. Requirements.** This procedure shall be used by Agencies to procure materials and/or services from DGS statewide requirements contracts.
- B. General.**
1. Agencies are required to prepare a Purchase Order utilizing the contract.
 2. If your total purchase is less than the contract minimum order quantity or dollar amount, refer to the appropriate procurement procedures outlined in [Part I Chapter 07, Thresholds and Delegations](#). The Agency may not split orders to avoid procuring from statewide requirements contracts.
 3. If a contract has expired and the new contract is not in place, the material or service may be procured using other procurement procedures outlined in Part I Chapter 07, Thresholds and Delegations.
 4. **Use of Commonwealth Procurement Card (p-card).**
 - a. Contracts which are "p-card permitted" entitle the user to place orders via phone, fax, etc. and pay for the procurement with the Commonwealth Purchasing Card.
 - b. Contracts which are "p-card enabled" entitle the user to create a Card Order in the purchasing system; the user would issue the Card Order to the supplier and pay for the procurement using the Commonwealth Procurement Card.
 - (1) If the shopping cart is created and the total cost is \$5,000 or less, a p-card order associated with the contract may be automatically generated and sent to the supplier. No subsequent approvals on the purchase order are required.
 - c. All users must adhere to the Commonwealth's Purchasing Card Policies in [Management Directive 310.23, Commonwealth Purchasing Card Program](#).
 - d. P-card orders do not require the entry of a Goods Confirmation.
- C. Procedures.**
1. Agency Procurement from DGS statewide requirements contracts.
 - a. Requisitioner prepares a Shopping Cart and obtains appropriate approvals per Agency policy and procedures.
 - b. If the shopping cart is created from one of the contract suppliers designated as an Auto-PO supplier and the total cost is \$10,000 or less, a purchase order associated with the contract is automatically

generated and sent to the supplier. No subsequent approvals on the purchase order are required.

- c. If the shopping cart is above \$10,000, or is created from a contract supplier not designated as an Auto-PO supplier, the cart will be sent to a purchaser to prepare a purchase order against the contract and the purchase order will require the appropriate approvals.

References:

1. [Part I Chapter 07, Thresholds and Delegations](#)
2. [Management Directive 310.23, Commonwealth Purchasing Card Program](#)