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