

Part II Chapter 20
Material Procurement through DGS
Bureau of Supplies and Surplus Operations

- A. Requirements.** The purchase of materials through the Bureau of Supplies and Surplus Operations is accomplished utilizing SRM and accessing the Commonwealth of Pennsylvania catalog (COPA INTERNAL ECATELOG DGS – 1500) or by submitting form STD-174, Supplies and Forms Encumbrance in accordance with the DGS Warehouse and Distribution Division Manual. The manual is accessible from the [Bureau of Supplies and Surplus Operations, Warehouse and Distribution Division website](#).
- B. Procedures.**
- 1. Agency.**
 - a. Secures any preliminary approvals required by:
 - (1) Instructions issued through the Directives Management System, if applicable.
 - (2) Agency purchasing policy and procedures.
 - b. Enters order selecting material from the Commonwealth of Pennsylvania (CoPA) Internal eCatalog (SRM) or prepares the Form STD-274 (manual). Instructions for entering a manual order are found in Section 16 of the DGS Warehouse and Distribution Manual.
 - c. Obtains Agency approvals and routes to the Warehouse and Distribution Division.
 - 2. Warehouse and Distribution Division.**
 - a. Receives order after final approvals and routes to the Warehouse and Distribution Division.
 - 3. Procedures for Emergency “Walk-Thru” Orders.**
 - a. An emergency is defined as an Agency's immediate and unforeseen need for an item available from the Bureau of Supplies and Surplus Operations that is required to meet the Agency's mission objectives.
 - b. Before initiating an emergency order, the Agency must contact DGS, Warehouse and Distribution to secure approval and ascertain the availability of the item.
 - c. Emergency orders are limited to 5 line items. An order quantity is reasonable and only in amounts necessary to satisfy immediate needs until a normal order is processed.
 - d. Emergency walk-thru orders are initiated in the same manner as normal warehouse orders.

- e. Normal hours of operation and after hours contact information is available in section 4 of the DGS Warehouse and Distribution Manual.
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References:

1. [Bureau of Supplies and Surplus Operations, Warehouse and Distribution Division Website](#)