



Effective Date: 07/19/04    Supersedes Date: 02/07/01

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- I. Purpose    To provide for requisitioning Department/Review of solicitations and capital purchases.
  
- II. Scope    These guidelines apply to all contract numbered solicitations and complex specification solicitations being reviewed by the Requisitioning Department for accuracy prior to releasing such solicitations for bid, proposal or quotation.
  
- III. Responsibility  
The Purchasing Agent/Supervisor/Purchasing Manager responsible for the procurement, shall be responsible for ensuring that the requisitioning department reviews all such solicitations.

This is particularly important when buying capital equipment with complex specifications and a multiplicity of optional equipment, such as rolling stock (cars, trucks, heavy equipment, etc.). Ideally, the purchasing agent shall provide to the requisitioning department a copy of the specific section of the State Contract on the size automobile or truck being requested in order for them to review and mark the features and accessories they desire.

The final solicitation document should be reviewed by the requisitioning department and approved as specification accurate prior to releasing the solicitation to buy.

If the requisitioning department does not provide feedback regarding the specification then the buyer shall document the efforts to secure that approval, determine the appropriate action to take, and document the contract file accordingly.