



- I. Purpose To provide for guidance in dealing with problem requisitions/scopes of work which can not be processed as submitted.
- II. Scope This procedural guidance as supported by Policy and Procedure PP-030 **Requisition Procedures** applies to all problem requisitions/scopes of work which can not be processed as submitted, provides for reasonable corrective action times, and/or return to user department.

III. Responsibility

The user department is responsible to send a requisition with a complete scope of work, and with appropriate funds to support the procurement.

1. Funding

Departments will determine that they have adequate funds to sustain the cost of services on items they may requisition.

Requisitions not having sufficient funds, if not remedied within a two (2) to three (3) working day period after notification by the Purchasing Agent, will be returned to the requisitioning department; unless they meet the following exemption criteria. Exceptions on a case by case basis are subject to approval by the Office of Management and Budget:

- a. Cases where the County is borrowing funds simultaneous to award.
- b. Grants.
- c. Supplemental budgets.
- d. In cases where the County functions as agent.
- e. On Term Contracts initiated by the Office of Purchasing

2. Incomplete Requisitions/Scopes of Work

The departments are responsible to assure that they submit complete requisitions with all applicable attachments including a complete scope of work in one package.

Requisitions not complete or scopes of work with no requisition, if not remedied within two (2) or three (3) working days after notification by the Purchasing Agent, will be returned to the requesting department.

The Purchasing Agent documents all such problem requisitions, communications to the departments for remedial opportunities, and/or subsequent return of such documents to the user department.

All such returned problem requisitions go back to the user departments via Return Unprocessable Document as Submitted Form Letter #OF0065 and be logged on Return Unprocessable Documentation Log #OF0066 maintained at the Receptionist's desk.