



Board of County Commissioners
Office of Purchasing
Title: Requisition Procedure

Effective Date: 5/6/02 Supersedes Date: 3/27/02

Procedure No: PP-030

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I. Purpose:

To establish guidelines for the completion and timely processing of Purchase Order Requisitions. In addition, the authorized requisition assures that a source of funding has been identified prior to the initiation of the purchasing cycle and that a non-encumbered balance in the source of funding is sufficient to cover the proposed purchase; that Department provided background information for the recommendation to award by the BCC is received by the Purchasing Agent; and that the types and costs of County permits and fees are provided in the solicitation.

NOTE - For on-line purchase order requisition entry at the department/division level, please refer to PP-230, Tresun procedure for entering requisitions, purchase orders and change orders.

II. Scope:

This procedure applies to **all** purchases.

III. General:

- A. Following are detailed procedures to be followed when implementing a request for the purchase of equipment, materials, services, supplies, etc. The Using Department shall prepare the approved purchase requisition form #F0090 and forward to the Office of Purchasing for processing.
- B. The purchase requisition form is designed to contain all the necessary information and signatures relevant to the procurement process within the County. The processing of the purchase requisition by the Purchasing Agent serves to create the formal purchase order which is the contractual commitment between the supplier and the County.
- C. **All goods and services** shall be requisitioned and ordered on a purchase requisition form, with the exception of those purchases made by direct payment voucher, as described in PP-110. Ordering departments are to complete all areas of the requisition as noted in the example provided, all other blocks will be completed by the Office of Purchasing. All entries, except signatures, shall be **typed**. The purchase requisition form is available on disc in Quattro Pro from the Office Of Purchasing. Purchase order numbers will be assigned by the Office of Purchasing after selection of a vendor.
- D. Exceptions – On a case-by-case basis and subject to the approval of the Director of the Board of County Commissioners, the following examples are provided as possible exceptions to the purpose of requisitions having a source of funding before initiating the purchasing cycle:



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- 1) Cases where the County is borrowing fund simultaneous to award.
- 2) Grants
- 3) Supplemental budgets
- 4) In cases where the County functions as an agent.

E. Funding - Departments will determine that they have adequate funds to sustain the cost of any services or items they may requisition. Requisitions not having sufficient funding will be returned to the requesting department for further action. The authorizing signature of the department will indicate to the Office of Purchasing that the signator is attesting to these facts, and to the accuracy of all entries on the purchasing requisition.

F. Department Provided Recommendation for Award Background Information - On requisitions for projects which anticipate Board Award consideration, the requisitioning Department will provide the background information with the requisition. The information to be provided includes:

Background:

The background is to include a brief explanation for the recommendation. This is the appropriate place to put details relevant to the recommendation but should not be part of the **AR**Recommendation@section.

This includes things such as pertinent events leading up to the recommendation, previous action taken by the BCC, purpose of the recommendation, etc.

Policy Impact:

Explain if recommendation is based on Board policy (and reference the policy) or is an exception; if it is necessary to comply with an existing ordinance; or if it is based on a BCC directive or referral, etc. If it is in follow-up to a previous Board action or in response to a standing committee directive, include the date of the Board/Committee meeting.

Budgetary Impact:

Briefly state the financial impact of the recommendation; what it will cost, whether or not it is in your approved budget, and the account from which funds are to be used. If funds are not budgeted, indicate source of funding. If funds are not available, this determination must be made before the recommendation is completed and forwarded to administration. Indicate if it is a one-time cost or if there will be recurring costs.



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Consistency with Board's Goals and Objectives:

State if the recommendation will further the Board's stated Goals and Objectives and briefly explain.

Personnel/Resource Impact:

Identify if work is to be accomplished by current staff, anticipates additional staffing, or will utilize contract labor to complete this task. This section should clearly identify if resources are needed to complete the task. State if there will be indirect costs (of any significance) or additional equipment, materials, etc.

Legal Considerations :

Address Legal Department review/sign-off and ensure coordination, as required. Identify any applicable County Ordinances, Florida Statutes or Federal laws. If a contract is needed, this should be addressed.

Coordination With Other Agencies/Persons :

Identify any outside agencies to be impacted by the recommendation and note coordination with them. This includes notifying agencies, inviting interested parties to appropriate meetings or workshops, etc.

Implementation Requirements:

Clearly identify follow-up actions needed after Board approval. For example, contract/document execution and necessary attachments (performance bonds, insurance certificates, etc.); issuance of notice to proceed; contact person for contract monitoring and administration, etc., to ensure follow-up actions are identified and completed once the Board has approved the action.

The Purchasing Agent shall use this information to assure a solicitation which is developed on department expectations and in promptly formulating the recommendation for award to the BCC after the award determination is complete.

- G. **Permits and Fees** - On projects that require County permits and fees, the Purchasing Agent shall be responsible to assure that the consulting A/E firm, if involved, or the client department, if no A/E firm is used, are provided with the following forms:

FOO72

Permitting Questionnaire

FOO73

Pre-Bid Fee Quotation on County Projects



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The responsible person, (A/E representative or client department representative), is to fill out the Permitting Questionnaire Form FOO72, then forward it along with the Pre-Bid Fee Quotation on County Projects Form FOO73 to the Escambia County Building Inspections Department to the attention of Don Mayo, Director, Building Inspections or Bill Foster, Deputy Building Official, either one will have the information prepared and will execute the documents, and forward to the appropriate party(ies).

The completed forms shall be returned to the Purchasing Agent, who shall list those permits and fees on the Bid/Proposal Form. Forms F0072 and F0073 are to be attached to the Checklist for Invitation to Bid/Request for Proposals (ITB/RFP).

- H. Signature Authorization Form - Departments shall complete a signature authorization form for any person they designate as authorized to execute purchase requisitions. Signature Authorization Forms, F0010, are available from the Office of Purchasing upon request.
- I. Incomplete Requisitions - The Office of Purchasing will return any purchase requisition that is incomplete, unsigned or signed by an unauthorized person.
- J. Requisition Tab Sheet - The Purchasing Agent responsible for the procurement will document responses from competitive multiple sources for the bids, proposals, and/or quotations on the Requisition Tab Sheet Form #F0100.

Single source contract providers may have their tab information displayed on the requisition itself in the block stamp tab information area.

IV. Requisitioner Instructions for Completing Requisitions:

A. No.:
Electronic Requisitions

Requisitions entered electronically by the department will auto-number with the next consecutive requisition number from the system.

All departments who submit electronic requisitions should use the four (4) line comments= field to include the following information:

1. An acronym for the department (i.e., Facilities Management (FM), Emergency Medical Services (EMS), etc.)
2. Requisitioner's Name
3. Requisitioner's Telephone Number



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4. Attachment Information
5. Any other special instructions

With this information, Purchasing will be able to easily identify the department, contact person and any other special information in servicing needs more efficiently and effectively.

Non-Electronic Requisitions

If not entered electronically by the department then assign a specific number to each requisition consecutively numbered by the department. Upon electronic entry by the Office of Purchasing, an auto-number will be assigned as the next consecutive requisition number from the system.

Departments are requested to use courier mail in lieu of faxing routine requisitions. Courier mail typically provides timely delivery and will help Purchasing reduce confusion over receiving a faxed purchase request and some days later receiving the same request in the courier mail.

Even more critical are backup attachments, which may not be sent with the faxed requisition. Requisitions with backup attachments (marked with the requisition number) must be received in one package to assure accuracy, timely processing, and eliminate duplication.

In those cases where departments have an EMERGENCY REQUISITION, please call the appropriate purchasing agent, fax the requisition to 595-4805 with all related backup and then send the original to the purchasing agent, via courier, with a note that it was faxed previously.

The electronic requisition number is the actual requisition number by which that requisition will be tracked.

B. Date:
The date the purchasing requisition was prepared.

C. Delivery Date Desired:
Specific date goods or services requested are needed.

Always be specific in defining the estimated date required for delivery of requested materials or services. Avoid the use of the term ASAP (as soon as possible). This will assist the Purchasing Agent in determining priorities regarding delivery requirements. Always allocate as much lead time as practical by scheduling your needs as far as possible in advance. This allows the Office of Purchasing adequate time to receive competitive bids and to purchase your requirement in the best and most efficient manner for the County.



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Denote **AEmergency Purchase or Circumstances@** in the delivery date block **only when relevant and the need required prompt action or priority of purchase.**

The requisition originator is responsible for scheduling materials and services in sufficient time to allow the Office of Purchasing to transact and arrange material shipments in the most cost-efficient means possible.

- D. Department - Enter Department Name
- E. Deliver to - Specific location to which shipment is to be delivered. Enter the appropriate name and address.
- F. Purpose - Enter purpose for which material and services are requested. Denote pertinent details for request; i.e., to replace worn unit, spare unit, to meet OSHA standards, to be installed on boiler, model number, etc.
- G. Suggested Vendor - The requester's suggested or known source or vendor.
- H. Cost Center - Insert the cost center to be charged.
- I. Object Code - Insert the object code to be encumbered.
- J. Project Code - Insert the project code to be encumbered (if applicable).
- K. Estimate - Departments are required to assign the total estimated cost of the materials and service which will be **pre-encumbered**. The estimate shall include freight F.O.B. delivered. The Office of Purchasing will assist in preparing the estimate at the department head or his designee's request.
- L. Quantity - Insert the number required.
- M. Unit - Unit of Purchase; the specific quantity and unit of measure criteria are important and should be entered in the unit section of each item ordered.



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Where no specific quantity and unit of purchase criteria are applicable, use Alot@(LT) as the unit of purchase.

The following abbreviations for unit of purchase are recommended:

<u>Symbol</u>	<u>Definition</u>	<u>Symbol</u>	<u>Definition</u>
BB	Barrel	M	Thousand
BO	Bottle	MO	Month
BG	Bag	OZ	Ounce
BX	Box	MF	Per 1,000 ft.
BF	Board Feet	PC	Piece
C	Hundred	PD	Pad
CD	Card	PG	Page
CF	Cubic Foot	PK	Package
CI	Cubic Inch	PR	Pair
CS	Case	PT	Pint
CW	Hundred Weight	QT	Quart
CY	Cubic Yard	RL	Roll
DA	Day	RM	Ream
DM	Drum	SF	Sq.Ft.
DZ	Dozen	SH	Sheet
EA	Each	SI	Sq.In.
FT	Foot	SP	Spool
GA	Gallon	ST	Set
GM	Gram	SY	Sq.Yd.
GR	Gross	TU	Tube
HF	Hundred Feet	TN	Ton
IN	Inch	TO	Troy Ounce
KG	Kilogram	UN	Unit
LB	Pound	WE	Week
LG	Length	YD	Yard
LT	Lot	YR	Year
LF	Lineal Foot		



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- N. Item (Description) - Give a clear and specific description of the item desired. Include such information as the size, color, type, grade, part number, model number, etc. **Do not Generalize!**

Communicate any information that will assist the Office of Purchasing and vendors in determining the application of the supply or service requested. If more detailed description is necessary, please attach an additional sheet(s) of paper.

Buy-Back Clause – It shall be the policy of the Board of County Commissioners that the decision of whether or not to include a buy-back in the specifications for heavy equipment will be made by the Board on individual item basis.

(adopted: 3/06/84)

(Note: Amended 2/07/95; deleting “specifications”)

Preparation of Specifications and Purchase of Heavy Vehicular Equipment -

Departments requiring equipment through formal solicitations (bid(s) or proposal(s) shall submit a draft of the proposed specifications to the Office of Purchasing.

The Office of Purchasing will review the specifications for errors and then forward a copy to the prospective bidder/proposer for review and comments in writing back to the Office of Purchasing with their factory printed literature, and bulletins. These comments, or any part of them, may or may not be used in the final development of the specifications. This procedure is not intended to allow any prospective bidder/proposer to dictate to the County in any way the needs and requirements of the County as to size, type, design, weight, measurements or any other specifications. It is only to avoid unfairly eliminating a vendor from bidding for a frivolous or unintentional reason.

The Office of Purchasing and the department will make any final adjustments to the specification. The Office of Purchasing will establish a returnable date and time for approval by the County Administrator and advertise in the local newspaper one (1) time at least two (2) weeks before the opening date.

A pre-bid conference will be held for items to be purchased.

Requisitions for all vehicle specifications shall be approved by the County Administrator. This will be accomplished by the Office of Purchasing forwarding the requisition, including vehicle specifications, to the County Administrator upon receipt of the requisition.



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Resource Manager Approval

Prior to the issuance of bids or the processing of a requisition with specifications included, review of the items or services to be purchased and the specifications for certain commodities and services shall be made by other departments within the County to assure open competitive bidding, compatibility, standardization, and up to date specifications. Some examples are as follows:

TYPE OF EQUIPMENT SERVICE REQUESTED:

DEPARTMENT REVIEW:

ASBESTOS REMOVAL

RISK MANAGEMENT

COMPUTERS AND SOFTWARE

INFORMATION RESOURCES

DIGITAL PRINTERS/COPIERS FOR USE IN NETWORKING APPLICATIONS.

INFORMATION RESOURCES

HEAVY EQUIPMENT SPECIFICATIONS

ROAD DEPARTMENT

ROLLING STOCK (AUTOMOBILES, TRUCKS).

ROAD DEPARTMENT DIRECTOR

(FIRE APPARATUS – NOT APPLICABLE)

(NOTE:)

All heavy equipment and rolling Stock (automobiles and trucks), except Solid Waste Management Department, will be shipped to Road Department for a pre-delivery inspection in accordance with specifications.)

RADIOS/COMMUNICATIONS EQUIPMENT

EMERGENCY MANAGEMENT

O. Name - Name of individual to be contacted concerning the requisition for goods and services.

P. Phone Number - Phone number of individual to be contacted concerning the requisition for goods and services.

Q. Signature Requestor - Signature of individual submitting the requisition for goods and services.

R. Signature - Department/Division Head/Designee - Signature of individual authorized to approve the expenditure of funds.

Note: Please ensure that the above approvals are obtained **prior** to submittal of the requisition to the Office of Purchasing. The Office of Purchasing will obtain the approval of the Interim County administrator upon receipt of requisition for vehicle specifications.