



Board of County Commissioners
Office of Purchasing
Title: Requisition Procedure

Procedure No: PP-030

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Effective Date: 10/15/13 Supersedes Date: 5/6/02

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.

II. Scope:

This procedure applies to **all** purchases. The requisitioning process and purchase order processing are automated functions within the finance system under the control of the Clerk of the Court and Comptroller – Honorable Pam Childers; Pentamation eFinance Plus+; herein referred to as “the system”.

III. General:

- A. Following are general procedures to be followed when generating a request for the purchase of equipment, materials, services, supplies, etc. The Using Department shall generate and approve on line purchase requisitions and submit to the Office of Purchasing for processing.
- B. The creating, saving and approving of a new requisition within the system is designed to require all the necessary information and approvals relevant to the procurement process within the County. The order processing from the approved 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 via on-line purchase requisition, with the exception of those purchases made by direct payment voucher, as described in PP-110 or those allowable for purchase via Procurement card as described in PP-140.
- 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 denied by the system and will not be available for processing by the Office of Purchasing. By the authorizing approval of the requisition the department is attesting 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; the requisitioning Department will provide the background information to the Office of Purchasing.

Background:

The background is to include a brief explanation for the recommendation. This is the appropriate place to put details relevant to the recommendation.

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 provide the accounts, cost centers, project numbers, etc. for which funds are to be used and in the case of multiple accounts provide the break out of each in an amount that equals the total of the amount of included in the recommendation.

Consistency with Board's Goals and Objectives:

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



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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 in formulating the recommendation for award to the BCC after the award determination is complete.

- G. Delegation of Departmental Approval Authority Form - Departments shall complete a Departmental Delegation of Approval Group form and include the names and approval authority levels for any persons to be designated as authorized to execute purchase requisitions. The completed Delegation of Departmental Approval Authority Form is to be submitted to the Clerk of the Court and Comptroller for entry into the Master File date within the system. Departmental Delegation of Approval Group forms are available on line at the website of the Clerk of the Court and Comptroller's Finance Homepage.



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IV. Instructions for Completing Requisitions:

A.

Requisitions entered electronically by the department will auto-number with the next consecutive requisition number from the system. The requisition number will be used for tracking.

All departments who are given access to submit electronic requisitions will meet the following criteria:

1. Authorized Department (i.e., Facilities Management (FM), Emergency Medical Services (EMS), etc.) of the Escambia County Board of Commissioners and a have established a group name in the MasterFile data base of the system.
2. Established accounting structure as authorized by the Office of Management and Budget and approved by the BOCC.
3. Delegated authority for expenditure levels
4. Trained users of the Clerk of the Court and Comptroller's Finance system
5. Approved budget for the fiscal year

The following information will be required by the system for creating a requisition and users will select from the data available in the system. Requests for information to be added to the system such as vendor identification numbers and project numbers go through the Clerk of the Court and Comptroller's office.

A. Date:

The date the purchasing requisition is created will be populated by the system

B. Delivery Date Desired:

Specific date goods or services requested are needed.

C. Department – Select the Department Group Name from the data available

D. Deliver to – Select the specific location to which shipment is to be delivered from the data available in the system.

E. Suggested Vendor – Select the suggested vendor from the data available.

F. Cost Center - Select the cost center to be charged from the data available



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- G Object Code – Select the object code to be encumbered from the data available

- H Project Code – Select the project code to be encumbered (if applicable).

- I Cost - 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.

- J. Quantity – Insert the number required.

- K. Unit - Unit of Purchase; select the unit of measure for each item from the data available.

- L. 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.

Attachments to the requisition: Scanned PDF documents should be attached to the on line requisition as may be required by the Purchasing agent, i.e., quotes, certificates of insurance; agreements; technical specifications, etc.

Applicable codes and laws: All purchases will follow the applicable laws and rules as set forth in the Escambia County Code of Ordinance: Chapter 46, Article II, Purchases and Contracts and the applicable policies and procedures of the Office of Purchasing.