

## INTRODUCTION

This document describes the responsibility of PPD personnel involved in the preparation and/or approval of purchase requisitions.

## RESPONSIBILITIES OF REQUISITION PREPARERS

- It is the responsibility of the requisition preparer to obtain all signatures at the department level and verify that the individual(s) approving the requisition has signature authority up to the dollar amount of the requisition before the requisition is forwarded to the PPD gatekeeper.

## RESPONSIBILITIES OF REQUISITION PREPARERS AND REQUESTORS/APPROVERS

- Change orders to existing purchase orders must include the original amount, the increase, and the new total amount in a note to approver at the header level.
- Requisitions for the purchase of computers must have an Abbreviated Implementation Plan (AIP) at the header level regardless of dollar amount.
- Requisitions \$2,500 or greater to a specific vendor must have a Sole Source at the header level.
- Modified contracts are paper documents (they are not entered into MMS) and must be submitted to the Division Office for approval regardless of dollar amount.
- In addition to the Laboratory ProCard restrictions, the purchase of any type of furniture or clothing must have Division Office approval and these types of items cannot be bought on a ProCard regardless of dollar amount.
- Requisitions must have the correct cost elements; e.g. all pass-through funds must be on cost element 4H and all Agency Personnel must be on cost element 42.
- Agency Personnel (Temporary Help) requisitions must all be placed on cost element 42 and a paragraph describing the “essential functions” of the assignment is required as a note-to-buyer at the header level. The need-by-date should be the end of the time requested (not the beginning). Further, the end date for these types of assignments should not be in the month of September of any given year.
- Registration and/or conference fees should not be entered into MMS. These fees are handled via memo to the Accounting Department.

**RESPONSIBILITIES OF REQUISITION GATEKEEPERS**

- Attend annual National Environmental Policy Act (NEPA) training. The ES&H Section presents this training.
- Ensure that all requisitions are properly reviewed for Environment, Safety, and Health (ES&H) concerns. Specific examples would include (but are not limited to):
  1. NEPA review documents completed and attached by the requisitioner or designee as required by FESHM 8060.
  2. Forwarding all Time and Materials (T&M) requisitions, building modifications or repairs, fire protection system repairs or modifications, scaffolding, nylon or chain slings, fall protection harnesses or fall arrest systems, elevated personnel platforms such as scissors lifts or articulating arm lifts, lifting fixtures, pressure or vacuum vessels, crane or forklift modifications to the PPD Senior Safety Officer (SSO).
  3. Forwarding requisitions for chemicals, paints, spill control equipment, and hazardous metals such as beryllium or lead, ergonomic office equipment, personal protective equipment (i.e. safety glasses, hearing protection, safety footwear, respirators, dust masks, etc.) to the PPD SSO.
  4. Forwarding requisitions for ES&H related training courses to the PPD SSO.
  5. Forwarding requisitions for X-Ray devices, radioactive sources, or radioactive materials to the ES&H Section for their approval.
  6. Forwarding Service requisitions, except for Agency Personnel requisitions, to the PPD SSO.
- Ensure that all requisitions are on the proper fund type.