

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 2</p> <p>Procedure 2.01.06</p>	<p>Date Revised: Replaces 9.2.1.3, 10/18/01, 12/12/03; 4/17/12</p>
<p>Chapter Title ADMINISTRATIVE SERVICES</p>		<p>Date of Issue 5/30/13</p>
<p>Subject OFFICE SERVICES PROCUREMENT OF SERVICES AND SUPPLIES</p>		<p>Effective Date 6/13/13 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “direct the operations of the board and fulfill the functions established by the act... including organizing, staffing, controlling, directing, and administering the work of the staff.” 61 Pa. C.S. § 6112 (a) (1) & (a) (4).

II. PURPOSE

The purpose of this chapter is to establish Board procedures and guidelines for the procurement of services and supplies for Central Office and Field Offices as requested, enabling them to function in the most efficient way possible.

III. APPLICABILITY

These procedures apply to the purchasing and receiving of services and supplies which is any property including, but not limited to, equipment, materials, furniture, and printing for the Pennsylvania Board of Probation and Parole (PBPP).

Purchasing and receiving: Buying and purchasing, or otherwise acquiring, any services and supplies. PBPP is required to follow the procedures set forth by the Department of General Services (DGS) in Management Directive M215.3 (Field Procurement Handbook).

This handbook provides information on the policies, procedures and guidelines for the procurement of materials, services, and construction under the authority of Act 57 of 1998.

IV. DEFINITIONS

Office Supply Requisitioner - An individual(s) appointed at each field office or office site as designee(s) to coordinate the requests of supplies and services with the Regional Administrative Assistant.

V. POLICY

- A. No employee may purchase any item chargeable to the Agency without prior verbal and/or written authorization for such purchases from the Purchasing Division, unless otherwise specified herein.
- B. Employees who do not follow the procedures described herein may become personally liable for any unauthorized purchases of items charged to the Agency.

- C. All purchase requests from Central Office and all field offices must be submitted through the Agency Purchasing System or the SRM System. All requests are reviewed by the Purchasing Division for approval or disapproval. When the request is reviewed and accepted, the item is ordered. If the Purchasing Division disapproves the request, it is automatically returned to the requestor. See the procurement procedures below.

VI. PROCEDURE

A. Ordering/Distribution of Office Supplies for Central Office Employees Only

1. All requisitions for supplies are to be forwarded to the Central Office Stockroom, on an OA-510 Form, Internal Store Requisition.
2. Requisitions for supplies may be submitted at anytime. Supplies submitted on an OA-510 will be disbursed within five (5) business days of receipt.
3. Employees desiring supply item(s) should first consult the designee for their division or office to determine if they are available through the Central Office Stockroom Supply Catalog. The designee will prepare an OA-510, Internal Store Requisition or if applicable an Agency Purchase Request (APR).
4. The Central Office Stockroom will fill the order(s) as completely as possible indicating on the OA-510 form those item(s) which are not available at the time or that exceed the newly established maximum quantity limits. The supplies along with a completed copy of the OA-510 form will be delivered to the requesting division. If an item is not delivered, due to one of the above stated reasons, either a new OA-510 form should be submitted or an APR must be entered by your ordering designee.
5. Upon receipt of supplies, the requesting suite should check each item against the OA-510 form and if there are any discrepancies identified, please notify the Central Office Stockroom Supervisor, immediately via e-mail. Discrepancies will be handled as quickly as possible.
6. Toner cartridges do not need to be ordered on the OA-510. When toner needs to be replaced, the empty toner cartridge must be brought to the stockroom to obtain a replacement. Please obtain the original packaging to return your toner.
7. Emergency requests for supplies: If an unexpected need arises, emergency requests will be filled. Supervisors/Designee should submit a request via e-mail to the Stockroom Supervisor and Stockroom Clerk. Requests will be filled as quickly as possible.

B. Ordering/Distribution of Office Supplies for Field Office Employees Only

1. Office Supply Requisitioner submits the office supply order through their Regional Administrative Assistant.
2. The Regional Administrative Assistant will review the order and create a purchase request via the Agency Purchasing System.

3. The Purchasing section will review and approve or disapprove the request. All approved requests will be ordered and shipped directly to the field office listed on the request. On occasion the stockroom may have an excess of inventory. At that time they may supply the items.
4. The Central Office Stockroom will supply the field with all forms and safety equipment using an OA 510 form. Please note replacement safety equipment must have prior approval

C. Procurement of Materials and Services

1. Agencies are not authorized to make small no bid procurements, small informal bid procurements and formal procurement if the procurement is the subject of a statewide contract unless either of the following conditions exists.
 - a. The procurement is less than the minimum order amount stated in the contract.
 - b. The off-contract procurement is authorized by DGS.
2. All requests for Material and Services must be submitted to the Purchasing Division for review unless otherwise specified below. Purchasing staff will review the material or services requested and advise on the proper procurement procedure.
 - a. Agency Procurement from DGS statewide requirements contracts - Requisitioner will prepare a shopping cart through SRM.
 - b. All other Agency Procurements will require an APR via the Agency Purchasing System.
 - c. All requests for furniture and filing needs must be submitted through the Regional Office to the Office Services Division, Real Estate Officer.
 - d. All requests for movement of Commonwealth property must be submitted through the Regional Office to the Office Services Division, Real Estate Officer.
 - e. All requests for Telecommunication needs, via email using the Telecommunication Service Request Form to the Office Services Division, Telecommunications Officer.
 - f. All requests for use of Non-Commonwealth facilities for parolee programs must be submitted to the Office Services Director for review of terms and conditions. Final approval will be provided by the Office Services Director or designee.

D. Receiving of Materials and Services.

1. Upon receipt of materials and/or services, the requisitioner must electronically receive these material and/or services in SRM or the Agency Purchasing System
2. Please report any order discrepancies and/or damage immediately to the Purchasing Division.

E. Requesting Business Cards

1. Requisitioner will prepare an APR along with the submission of the spreadsheet detailing name and contact information.
2. Request for exceptions to standard business card information and layout must be submitted to the Office Services Division. Exceptions must have Supervisor approval and may occur on case by case bases for specific operational needs.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Board staff.

X. CROSS REFERENCES

- A. Central Office Stockroom Catalog
- B. OA-510
- C. Commonwealth of Pennsylvania, Procurement Handbook, can be found online at www.dqs.state.pa.us
- D. Commonwealth Procurement Code, Title 62.
- E. [Management Directive 625.3, Moving Employee's Household Goods and Commonwealth Property.](#)
- F. [Management Directive 205.40, Commonwealth Branding – Style Guide; Commonwealth of Pennsylvania, version 3.](#)