



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: Policy Change – Reporting Transactions to DGS/PD

The purpose of this Broadcast Bulletin (BB) is to reiterate and clarify recent changes to Chapters 8 and 12 of the State Contracting Manual (SCM) Volumes 2 and 3 that were announced in [BB P-05-15](#) on May 20, 2015. The Department of General Services, Procurement Division (DGS-PD) continues to receive a high volume of purchase documents (STD. 65, STD. 65A, STD. 213 IT) through the mail.

It is no longer necessary to mail hard copies of purchase documents to DGS-PD that have been registered in SCPRS. Please update internal desk procedures and policy within your department to reflect this change. Please continue to mail hard copies of transactions that have NOT been registered in SCPRS to the DGS-PD. Below is the recently updated policy:

New Policy – Chapter 8.1.1: “...recording transactions in SCPRS eliminates the requirement to send hard copies of the purchase documents to DGS/PD.”

New Policy – Chapter 12.A1.0 “Departments opting to register all transactions (including those less than \$5,000) in SCPRS do not need to submit a copy of each executed purchase document to the DGS/PD. Effective July 2016, any State Department, including those that are deferred or exempt from FI\$Cal, shall register all transactions in the FI\$Cal SCPRS system, regardless of dollar value and procurement method.”

To implement the policy effective July 2016 (noted above), the STD 65 form and instructions will be updated and published at a later date to remove the instructions to submit hard copies to the DGS-PD.

Mailing a hardcopy to DGS-PD in addition to registering in SCPRS may result in duplicate billing and erroneous charges.

If you have any questions please contact:

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