

Submission of Requisitions to DGS – One Time Acquisitions

OTA ad hoc approver: Kao.Yang@dgs.ca.gov, 916/617-3653

If you do not see an approval from Kao Yang within three (3) business days of his receipt, retract your Requisition and resubmit with an ad hoc approver from the list below. Use number one (1) first, if there is no approval from one (1) on the list within three (3) business days, retract and move on to the next person on the list.

1. Eugene.Shemereko@dgs.ca.gov, 916/617-3632
2. Kimberley.Carey@dgs.ca.gov, 916/375-4474

One Time Acquisitions recommends that, in addition to adding documents/attachments in FI\$cal, all documents/attachments that pertain to the FI\$cal Requisition be forwarded to IAU@dgs.ca.gov.