

CR 82-168

RECEIVED

STATE OF WISCONSIN)
)
) SS
)
DEPARTMENT OF ADMINISTRATION)

OCT 12 1983
12:30 PM
Revisor of Statutes
Bureau

I, Secretary of the Department of Administration and custodian of the official records do hereby certify that the annexed rules relating to procurement requisitions, were duly approved and adopted by this Department on September 23, 1983. I further certify that this copy has been compared by me with the original on file in this Department and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand at 101 South Webster Street in the City of Madison, this 10th day of October, 1983.


for Doris J. Hanson, Secretary

12-1-83

RECEIVED

OCT 12 1983

Revisor of Statutes
Bureau

ORDER OF THE
DEPARTMENT OF ADMINISTRATION
ADOPTING RULES

Relating to rules concerning Procurement Requisitions.

To create Chapter Adm 5 of the Wisconsin Administrative Code.

Analysis prepared by the Department of Administration:

Section 16.72(4)(a), Stats., authorizes the department to establish rules regarding the submission of requisitions for all supplies, materials, equipment and contractual services for state agencies. The rule identifies the department's responsibility for the form, contents and disposition of requisitions. The rule establishes the request for purchasing authority or RPA as the form that is submitted by a state agency to initiate a procurement.

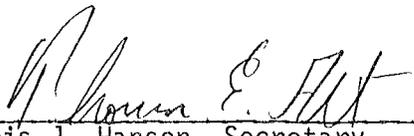
Pursuant to the authority vested in the Department of Administration by ss. 16.004(1) and 16.72(4)(a), Stats., the Department of Administration hereby adopts rules interpreting s. 16.72(4)(a), Stats., as follows:

SECTION 1. Adm 5.01 through Adm 5.04, relating to procurement requisitions of the Wisconsin Administrative Code are created to read:

(as stated in the material attached hereto)

The rule contained herein shall take effect as provided in s. 227.026(1) (intro.), Stats.

Dated: October 10, 1983


for Doris J. Hanson, Secretary

PROCUREMENT REQUISITIONS

Adm 5.01 AUTHORITY. Section 16,72(4)(a), Stats., requires that the department receive all requisitions for purchases by state agencies and provides the department with the authority to establish rules regarding the submission of requisitions.

Adm 5.02 DEFINITIONS. In this chapter:

- (1) "Department" means the department of administration.
- (2) "Requisition" means the internal agency information, generated or reproduced by any means, that defines the desired material or services, provides internal accounting information and grants the internal agency authorization for the expenditure.
- (3) "Request for purchasing authority" or "RPA" means the form and all attached materials that are submitted by a state agency to the department to initiate a procurement.

Adm 5.03 INITIATING PROCUREMENT ACTIONS. (1) The department may delegate to any agency the authority to make purchases. Any delegation shall be in writing and shall specify the maximum amount of purchases delegated to that state agency by the department.

(2) The requisition format the agency uses to obtain internal agency purchasing authority shall be approved by the department prior to use. The agency requisition shall include those of the following necessary to initiate action: suggested vendors, descriptions of commodities or services, quantities required, intended use, delivery information, accounting, commodity and other codes and prices or price estimates.

(3) An RPA shall be used by state agencies and department personnel to request purchasing authority from the department on all procurements over the delegated dollar limit, under Adm 5.03(1).

Adm 5.04 REQUEST FOR PURCHASING AUTHORITY. (1) Each RPA submitted to the department shall contain at least the following information:

(a) The name of the state agency employe who can provide further information about the RPA;

(b) The complete description of what is to be purchased, its intended use, delivery requirements and a summary memorandum if this information is extensive;

(c) The price or price estimates and an assurance that state agency funds are available and the expenditure has been approved by the state agency;

(d) Additional justification, if waiver of bidding is requested under s. 16.75(6)(b), Stats., demonstrating why the item or services are not available through the competitive bidding process; and

(e) Additional justification of need, if contractual services as defined in s. 16.70(1), Stats., are to be purchased.

(2) Each state agency shall keep a written record of the RPA's it submits to the department.

(3) The department shall review the RPA and respond in writing by means of an operational bulletin, which shall instruct the agency as to how the procurement shall be made.

Note: Copies of the RPA, including the operational bulletin, can be obtained by writing to the Department of Administration, State Bureau of Procurement, P.O. Box 7867, Madison, Wisconsin 53707.

ORIGINAL UPDATED
 CORRECTED SUPPLEMENTAL

LRB or Bill No./Adm. Rule No.
Adm 5
Amendment No. if Applicable

Subject
Procurement Requisitions

Fiscal Effect

State: No State Fiscal Effect

Check columns below only if bill makes a direct appropriation
or affects a sum sufficient appropriation.

- Increase Existing Appropriation Increase Existing Revenues
- Decrease Existing Appropriation Decrease Existing Revenues
- Create New Appropriation

- Increase Costs — May Be Possible to Absorb
Within Agency's Budget Yes No
- Decrease Costs

Local: No local government costs

- 1. Increase Costs
 Permissive Mandatory
- 2. Decrease Costs
 Permissive Mandatory

- 3. Increase Revenues
 Permissive Mandatory
- 4. Decrease Revenues
 Permissive Mandatory

5. Types of Local Governmental Units Affected:
- Towns Villages Cities
 - Counties Others _____

Fund Sources Affected

- GPR FED PRO PRS SEG SEG-S

Affected Ch. 20 Appropriations

s. 20.505(1)(a), Stats.

Assumptions Used in Arriving at Fiscal Estimate

It is anticipated that the proposed rule will not change state government costs because there will be no change in department workload to implement the rule. The rule will have no impact on local government or individuals.

Long-Range Fiscal Implications

None.

Agency

Administration

Authorized Signature/Telephone No.

Doris J. Hanson 266-1741
Doris J. Hanson, Secretary

Date

5/4/83