

Department: Fiscal – Management Systems	Effective Date: 06/01/2019	Procedure Number: 11020
Regulation Number: 1303.55 Procurement Procedures		Procedure Title: Tiers 1 and 2 Purchase Requisition Process
Version: 1		Version Date: 08/28/20

When requesting that MARC purchase any materials, supplies or equipment in support of the contractual agreement, Tier 1 and 2 programs will follow these steps:

1. Annually in April Tier 1 and 2 programs should determine if additional supplies, equipment, or materials are needed and can't be supported by the program's budget.
2. MARC Purchase Requisition Form 11020 should be completed (one for each vendor or company) and submitted to MARC for consideration no later than June 30th each year.

Submitting the form:

- Purchase Requisition Form 11020 should be submitted no later than June 30th annually.
- Forms should be submitted to the MARC Head Start Program Assistant
- Forms must be completed in detail; incomplete forms will be returned.
- A separate form must be completed for each vendor or company used.
- You may be contacted for additional information based on the type of purchase.
- If requesting to purchase technology or electronics, the form should include specific agency requirements as specified by the agency's IT department to ensure compatibility.
- For purchases of individual items that are \$1,000 or more, three bids must be attached to the purchase requisition form. (see form for details- programs should be aware that due to required approvals, these types of purchase may take longer to complete)
- For purchases over \$5,000 related to equipment and capital expenditures (improvements to land, buildings, or equipment) will require prior written approval from ACF.

Allowable costs include:

- MARC will consider requests for the purchase of equipment and supplies directly benefiting grant-supported projects or activities.

Approval of Purchase Requests:

- MARC HS Director will notify the program's director of approval by July 31

MARC's purchasing timeline:

- MARC will make purchases for EHS Expansion programs in July and August.
- MARC will make purchases for Federal HS or EHS programs in September and October.

Delivery of materials:

- MARC would prefer to have purchased materials delivered directly to the program whenever possible.

- Equipment will be delivered to MARC first for processing, and then must be picked up by the program when ready.

Additional measures for Electronic and any Equipment purchased:

- MARC will provide an agreement and will require signature of a Program Official.
- Programs will be responsible for maintenance and upkeep of equipment purchased by MARC.

Required Inventory

- Programs must include all materials and equipment purchased and provided by MARC in support of the HS or EHS contract in the program's inventory.