

**Crime Laboratory Directive No. 98-02**

**Effective Date: March 15, 2003**

**TO:** Laboratory SAC's and Supervisors

**FROM:** Assistant Director Jerry Richardson

**SUBJECT: Budget Requisition Issues - Updated**

In an effort to more fully comply with State Purchase and Contract rules and regulations, and to correct a situation which sometimes results in duplicate orders, the following procedures are effective immediately:

**“Piecemeal” Purchase Orders, i.e., Ordering a Lesser Quantity of Goods to Circumvent State Bidding Prices**

Over the course of a fiscal year, a series of requisitions requesting “*piecemeal*” purchase orders from the same vendor will no longer be an acceptable course of business.

We create the appearance of circumventing the required competitive bid process by breaking orders from a single vendor into a series of purchase orders over the course of a year.

To remove the appearance that we may be circumventing applicable rules and regulations, any Special Agent in Charge or supervisor who has a legitimate need to employ a “*piecemeal*” purchase order will be required to:

- Determine a realistic need for the entire fiscal year (justified with appropriate, thorough, and specific workload data);
- Prepare the appropriate documentation required for a competitive bid process (or to fully justify a sole source purchase); and
- Present the proposal to the Assistant Director of Crime Laboratory Services for consideration.

**Multiple “piecemeal” purchase orders for the same vendor in the same fiscal year will no longer be allowed.**

## Tracking Orders

Allowing multiple persons throughout the laboratory to contact vendors directly concerning active purchase orders has resulted in duplicate deliveries. To prevent this occurrence, laboratory contact with vendors will be limited.

Once a requisition for goods has been submitted and approved by the Assistant Director of Crime Laboratory Services, and a purchase order or purchase ticket has been issued, contact with the vendor *to determine the status of the service order*, unless otherwise directed, will be limited to the Deputy Assistant Director of the Crime Laboratory.

Exception: Those goods to be personally picked-up from a local vendor.

Once a requisition for *services* has been submitted and approved by the Assistant Director of Crime Laboratory Services, and a purchase order or purchase ticket has been issued, contact with the vendor *to determine the status of the service order* will be limited to the Special Agent in Charge of the section requiring the service.

cc: Director Robin P. Pendergraft  
Assistant Director Lee Allen  
Supervisor William Vivolo  
Purchasing Agent Don Penny