

## Chapter Adm 5

### PROCUREMENT REQUISITIONS

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**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.

**History:** Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**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.

**History:** Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**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 sub. (1).

**History:** Cr. Register, November, 1983, No. 335, eff. 12-1-83.

**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 employee 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 (3), 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.

**History:** Cr. Register, November, 1983, No. 335, eff. 12-1-83; correction in (1) (e) made under s. 13.92 (4) (b) 7., Stats., Register July 2011 No. 667.