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APPROVALS			
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1. Objective

This document is adopted with the purpose of establishing the procedures to be followed for the purchasing of equipment, materials, supplies and nonprofessional services.

2. Legal Authority

For the execution of this procedure, the following laws and regulations should be observed, as well as any other applicable laws, regulations, directives, policies, procedures or guidance that may be issued after the effective date of this Standard Operating Procedure:

- Environmental Quality Board Purchasing Regulation No. 7984 of 2011
- Acquisition Regulations No. 6 of the Commonwealth of Puerto Rico General Service Administration
- Delegated Buyer Regulation No.7 of the Commonwealth of Puerto Rico General Service Administration
- Official Receivers Regulation No.8 of the Commonwealth of Puerto Rico General Service Administration
- 40 CFR Part 31.36 (a), Procurement
- 40 CFR Part 33, Disadvantaged Business Enterprises (DBE) requirements
- 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230 - Policy issued by the federal Office of Management and Budget titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

3. Applicability

This procedure applies to all Offices, Areas or Divisions within the EQB that participate in the requisition and purchasing process of equipment, materials, supplies and nonprofessional services. Any Official or employee of the Environmental Quality Board to whom acquisition functions have been delegated or to whom an appointment as Delegate or Sub-Delegate Buyer has been issued, or who has been appointed as Official or Assistant Receiver, shall also have to comply with the provisions of this procedure.



4. Organizational Roles and Responsibilities

The units that participate in the execution of this procedure are:

- Administration Office – Develop and implement the appropriate administrative mechanisms that guarantee the optimum use of resources in compliance with the law, by means of their assignment, mobilization and planned actions for said resources. The Purchasing Section and the General Services Division are subscribed to the Administration Office.
- Budget Division – Evaluate and assign account numbers. Evaluate funds availability. Analyze budget's exceptions.
- External Resource Office – Evaluate the allowability and allocability of the requests under a Cooperative Agreement and the cost share.
- Legal Affairs Office – Prepare or review the contract draft and final contract. Coordinate all the required legal actions and internal administrative procedures to be executed.
- Purchasing Section – Manage the purchasing of equipment, property, materials, supplies and non-professional services. Execute budget check to ensure that funds are available for the requested expenditure. Responsible for providing follow-up to the Purchase Orders pending to be received to ensure a timely delivery. Responsible of federally funded contracts obligation process in FiMaS.
- Receiving Section – Receive and distribute merchandise and update the system accordingly.
- PREQB's Units – Identify needs and prepare Purchase Request (Requisition) Forms.

5. Definitions and Abbreviations

5.1. Definitions

Term	Definition
Buyer	Buyer is any government officer or employee authorized by the PRGSA to purchase for the Government, and whom an appointment as Delegate or Sub-Delegate Buyer has been issued.
Emergency	An immediate danger to the public health, safety or welfare, such as natural disasters, or other substantial loss to the agency. Foreseeable and preventable circumstances such as poor planning, meeting deadlines or staff shortages do not constitute an emergency.
Equipment	The tangible property (fixed assets) of the Government includes all the personal property and real estate of relative permanency acquired by buy, transfer, donation, confiscation or for other means with monetary value of \$500.00 or more and with a useful life of two (2) years or more. The property in the government qualifies as building (areas, buildings and improvements that are not buildings) and furniture (machinery, furniture, office equipment, animals, information systems, books and others).



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Term	Definition
Formal Bid	Purchasing procedure that requires invitations to submit sealed written offers.
Goods	Group of necessary articles used to provide a service or complete a task.
Informal Bid	Purchasing procedure where quotes are requested by writing but its adjudication is not performed using formal bid procedures.
Materials	Items with a short useful life and durability period that only have a nominal value. Materials are subject to inventory control.
Non-capital Equipment	Tangible property of the Government acquired by buy, transfer, donation, confiscation or other means, with monetary value of \$499.99 or less, that is identified with an "Asset Tag ID" (i.e. GPS, cameras, among other)
Nonprofessional Services	Such services whose principle presentation consists of the product of labor that does not require specialized knowledge, abilities or skills. Some of the services included in this category are miscellaneous services offered by corporation, such as trainings, maintenance services, cleaning, repairs, and rent of equipment, cars and other related services.
Open Market	Special acquisition procedure where quotations are requested to eligible tenderers from the General Service Administration Single Bidders Registry.
Receiver	The Receiver is any government functionary or employee to whom the PRGSA Administrator has appointed Official or Assistant Receiver.
Requisition	Purchase Request Form
Service Order	Official document issued by EQB's Purchase Division that establishes the price, specifications of the nonprofessional services that the agency intends to purchase whose cost may not exceed four thousand nine hundred and ninety-nine dollars with ninety-nine cents (\$4,999.99).

5.2. Abbreviations

Abbreviation	Term
COD	Cash on Delivery
EPA	Environmental Protection Agency
EQB	Environmental Quality Board
HRO	Human Resources Office
PO	Purchase Order
PRGSA	Puerto Rico General Services Administration
REQ	Requisition
RFQ	Request for Quote



6. Procedure Description

6.1. Items Maintenance Process

The PRGSA or other supplier sends information about new items or modifications to existing items. An agency can have multiple catalogs.

6.1.1. Create and maintain an Item

The Buyer receives the information and registers it in FiMaS. The Buyer enters the item id, item description, unit of measure, item category, item group, standard price and item comments, if any. If the unit of measure is not available, the Buyer requests it to the Office of Systems Information.

6.1.2. Change Item Status

The Change Item Status process changes the current status of item definitions to the future status that is defined for the items when the scheduled date of the future status is on or before the date that the process is run. The Change Item Status process generates the Change Item Status Exceptions report, listing the items that are scheduled for inactivation that could not be updated to Inactive status.


The Buyer selects Inactive in the Current Status field and selects the effective day in Current Status Date field, Define Items and Attributes Menu.

6.1.3. Create and maintain a Category

Item categories can provide transaction information for requisitions, requests for quotes, contracts, and purchase orders. Item categories also serve as the organizational unit for item catalogs. In fact, item catalogs are a collection of item categories. Each item added to a category is automatically added to each catalog that contains that category.



See Purchase Order Users Manual for steps, descriptions and illustrations. Refer to sections "Items" and "Categories".

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7. Requisition Process

Steps of business process for creating requisitions between \$0.01 and \$49,999.99:

7.1. Create Requisitions (REQ) in FiMaS

- 7.1.1. The different departments within the EQB create Requisitions in FiMaS.
- 7.1.2. The person preparing the Requisition should include as much item's details as possible in the Line Description section in FiMaS.
- 7.1.3. The person preparing the Requisition should specify the Program, Division and employee in charge of the items requested as well as any other additional item's detail in the Comments section in FiMaS.
 - a. The person preparing the Requisition should select the following checkboxes in the Comments section, to assure that all the information documented in this section is printed in the Purchase Order and the *Informe de Recibo e Inspección*
 - i. Send to Vendor
 - ii. Shown at Receipt
 - iii. Shown at Voucher
- 7.1.4. The person preparing the Requisition needs to select the appropriate Item ID.
 - a. For non-capital equipment (items with monetary value of \$499.99 or less that will be identified with an Asset Tag ID), the person preparing the Requisition must select Item ID 4414.
- 7.1.5. If the Requisition is for several items that fall under the same Item ID, the person preparing the Requisition needs to create as many line items as items being requested.
- 7.1.6. The person creating the Requisition needs to update the Item Description on the Requisition to reflect the specific item being requested.
- 7.1.7. The person creating the Requisition selects the appropriate account that will be used to pay for the Requisition and, if applicable, the corresponding speed chart.
- 7.1.8. Using the FiMaS Requisition worklist, the Supervisor receives the Requisition and verifies if there are any pending requests to evaluate.
- 7.1.9. Supervisor evaluates the Requisition and approves it if the request is necessary, reasonable, allowable and allocable.

7.2. Federal Funds Requisitions

- 7.2.1. Using the FiMaS Requisition worklist, the External Resources Office personnel receives the Requisition and validates if the purchase is allowable and allocable to the Cooperative Agreement.
- 7.2.2. External Resources Office personnel validates that the proper speed chart is used to record the cost share split.



7.3. Budget Checking process

- 7.3.1. Using the FiMaS Requisition worklist, the Budget Division staff receives the Requisition and validates if there is a Requisition pending for approval.
- 7.3.2. Budget Division staff evaluates the funds availability.
- 7.3.3. If the budget checking is valid, the Requisition is saved. Any exceptions resulting from the budget checking process are analyzed by the Budget Division or by the person duly authorized to do so.

7.4. Budget's exceptions

- 7.4.1. Any errors identified in this process are analyzed by the Budget Division or by the person duly authorized to analyze exceptions. If the exceptions are resolved, the Requisition is sent to the Purchasing Section or the PRGSA for amounts greater than \$100,000.00; otherwise, the Requisition is kept in "On Hold" status.

7.5. For Requisitions sent to the PRGSA, realize an award bid

- 7.5.1. Once the PRGSA has analyzed the Requisition, it reports the data to the Buyer who will generate the Purchase Order.

7.6. Process for Requisitions for child care, studies, trainings or licenses/certifications expenses' reimbursement

- 7.6.1. Employee must submit the Reimbursement Request to the Human Resources Office.
- 7.6.2. After evaluation by the proper staff at the Human Resources Office, if it is determined that the reimbursement proceeds, the Human Resources Office creates a Requisition.
- 7.6.3. The Requisition continues through the regular workflow approval process by the Budget Division, as detailed on section 7.3 Budget Checking process.
- 7.6.4. Once the requisition is approved by the External Resources Office and/or the Budget Division, it would move to the next stage, creation of PO. The Purchasing Section creates the Purchase Order as described on Section 9.2.

7.7. Cancel REQ

- 7.7.1. If the errors are not solved, the Requisition is cancelled by the Budget Division.

7.8. Reject REQ

- 7.8.1. If the External Resources Office or Budget Division does not approve the REQ, it is kept on "Stand-by" for revision.

7.9. Recycle REQ

- 7.9.1. At this stage, the Budget Division sends it back (Recycle) to the requester for any modification. At which point requester would modify REQ based on any suggestion by the approver. REQ would be sent back for approval. The Purchasing Section can send the REQ back (Recycle) to the Budget Division.

7.10. REQ is approved

- 7.10.1. If the REQ is approved by the External Resources Office and/or the Budget Division, it would move to the next stage, creation of PO.



See Purchase Order User's Manual for steps, descriptions and illustrations. Refer to section "Requisition".



8. Request for Quote Process

Once the Purchasing Section receives the proper documentation with the Requisition, the process starts.

- A minimum of three (3) quotes is required on all purchases.
- When the total amount of a Requisition is up to \$999.99, the quote requests will be done by phone and documented for the file.
- If the total amount of the Requisition is between \$1,000.00 and \$9,999.99, the quote requests can be done by fax or via e-mail.
- If the total amount of the Requisition is between \$10,000.00 and \$49,999.99, three (3) original written quotes will be requested via open market.
- If the total amount of the Requisition is between \$50,000.00 and \$99,999.99, an informal bid is performed.
- For Requisitions equal or in excess of \$100,000.00, a SC701 Form (*Solicitud de Compra*) is prepared and processed through the PRGSA, unless the EQB has an active Auction Board. There are areas where a waiver can be used for purchases in excess of \$100,000.00.
- Requisition process must be performed and managed through FiMaS Workflow.

8.1. The process to obtain open market quotes for Requisitions with total amounts up to \$49,999.99 is described as follows:

8.1.1. The process of quote requests starts when the Purchase Request Form (Requisition) is submitted to the Purchasing Section Supervisor.

8.1.2. The Buyer will request a minimum of three (3) quotes.

- a. Quotes less than \$999.99 are done by phone
- b. Quotes between \$1,000.00 and \$9,999.99, can be done by fax or e-mail
- c. Quotes between \$10,000.00 and \$49,999.99 need to be done in writing (originals)

8.1.3. The Buyer will register the quotation information in FiMaS, based on the information received, and will select a supplier based on the information provided, adjudging the best bidder.

- a. For purchases up to \$9,999.99, the Purchasing Section Supervisor or Buyer will evaluate and approve the Purchase Order.
- b. For purchases between \$10,000.00 and \$49,999.99, the Purchasing Section Supervisor or Buyer will evaluate and refer the Purchase Order to the Administration Office Director or authorized representative for approval.



8.1.4. Finally, the Buyer will submit the Purchase Order to the Finance Division, and will continue with the corresponding processing.

- a. For transactions with the PRGSA, SC744 Form is used (instead of the Purchase Order)

8.2. Requisition for Informal Bid

The process of obtaining quotes from suppliers for Requisitions with a cost between \$50,000.00 and \$99,999.99 is described as follows. This process requires an informal bid.


- An informal bid is prepared by the Buyer (*Solicitud de Precios en Mercado Abierto* - SC1003 Form) and an invitation is sent by mail or hand delivered, or the suppliers are called to pick-up the invitation.
- The documentation of the informal bid is made available at the Purchasing Section.
- The suppliers are given a specific time to submit their closed proposals.
- On the specified date and time, the proposals are opened. Each bidder will have the opportunity to revise all of the offers.
- The best bidder will be adjudged by the Purchasing Section.
- The Purchasing Section determines that a contract is required and the Office of Legal Affairs is notified to start the contract preparation.
- Finally, the Purchase Order is prepared by the Purchasing Section and approved by the Administration Office Director or authorized representative.
 - For transactions with the PRGSA, SC744 Form is used (instead of the Purchase Order)

8.3. Requisition for Formal Bid

The process to follow for all Purchase Request Forms that exceed \$100,000.00 is prepared and processed through the PRGSA, with the exception of those authorized by the PRGSA that are delegated to EQB Purchasing Section.

Basics Requirements:

- Details specifications
- Invitation to bid
- The suppliers must be listed in the PRGSA Vendor Register to comply with Law No. 85, as amended, "Registro Único de Licitadores de P.R."
- Closing date to bid
- Performance

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9. Purchasing Process

The process of Requisition is for materials, equipment and nonprofessional services.

Purchase Request Forms (Requisitions) are not applicable for professional services. The professional services contracts selection process is covered in the standard operating procedure OP-0030, which has its separate requirements and is not covered under the scope of this document.

9.1. General Procedure

9.1.1. Requisition Submission

This process is executed to start the acquisition of a good or service, required by the government. It is carried out by the person that has the need of a good or service, or by an applicant, designated by the office where the need arises. The Requisition is created in the soliciting office; with cost estimate from the vendor, speed chart when a cost share split is needed, a recommendation of the account number to be used and a justification letter for the purchase. The applicant and the Supervisor of the soliciting unit (Program Director, Administration Office Director or Regional Office Coordinator) must sign the Requisition.

9.1.2. Requisition Approval

All Purchase Request Forms (Requisitions) are received in the Budget Division, which will finally approve or deny it. Requisitions related to federal grants are sent to the External Resources Office, prior to the Budget Division, to ensure that funds requested are used only for the authorized purposes. Once approved by the External Resources Office, the Requisitions are sent to the Budget Division for approval and then referred to the Purchasing Section for further processing.



See *Purchase Order Users Manual* for steps, descriptions and illustrations. Refer to "Purchase Orders"



9.2. PO creation process

These processes are performed using the FiMaS Procurement Workflow.

9.2.1. Create Purchase Order (PO) in FIMAS

- a. The Buyer copies the information from the previously created and approved Requisition into FiMaS. The Buyer assigns "Pending Approve" status in FiMaS.

9.2.2. Purchase Order (PO) is submitted for approval

- a. The Purchasing Section Supervisor or authorized representative must approve the PO once it is created.
- b. Once the PO is approved, the Buyer continues with the process of "Budget Checking".

9.2.3. Run Budget Checking process

- a. If the budget checking is valid, the PO is dispatched to the vendor. Any exceptions resulting from the budget checking process are referred to Budget Division or to the person duly authorized to do so for analysis.

9.2.4. Budget's exceptions and PO Dispatch

- a. If the exceptions are resolved by the Budget Division, the PO is sent by the Purchasing Section to the vendor (supplier), either digitally (by email) or physically, depending on the option chosen by the EQB for the process. The PO is sent to the vendor once the budget check ends successfully.

9.2.5. Cancel PO

- a. If the PO is not approved, the Purchase Section Supervisor cancels the purchase in FiMaS.



See Purchase Order Users Manual for steps, descriptions and illustrations. Refer to "Purchase Orders"

9.3. Modify a Requisition

In order to modify a Requisition, the applicant must verify its status.

- 9.3.1. If the Requisition has not been processed, the Budget Division can modify it. It will require the approval of the Budget Division if there is an increase in the price. If the purchase is related to a grant, it will also need the approval of the External Resources Office.



9.4. Cancel a Requisition

9.4.1. If it is necessary to cancel a Requisition, the applicant calls or communicates through e-mail with the Purchasing Section to inform about the cancellation. The Purchasing Section will determine at which step the purchase process is and what actions will follow.

- a. If the PO is already created, the Purchasing Section will have to cancel it first, so the Budget Division can cancel the Requisition.
- b. If the PO was created by a Request for Quote, the Purchasing Section will have to close the Request for Quote in order to be able to complete the Requisition cancellation process.



See Purchase Order Users Manual for steps, descriptions and illustrations. Refer to "Purchase Orders"

9.5. Requisition Inquiry

9.5.1. In order to see and track the status of a Requisition, the applicant can access Review Requisition Information in FiMaS for Requisition details.

9.6. Purchase of Equipment and Supplies

9.6.1. The Program determines the need to acquire different types of materials, such as office materials, supplies and parts, photographic materials and equipment after validating that none is available in storage.

9.6.2. Once the necessary materials and equipment have been identified, the Program submits the Requisition signed by the person requesting it and by the Program Director. The Program also recommends the account number to be used, including the grant number if the request is related to a grant, speed chart, if a cost share is applicable, and sends it to the Budget Division to verify that the amount requested falls within the approved budget to commit funds and approve document to certify funds.

9.6.3. The Requisitions related to federal grants are sent to the External Resources Office prior to the Budget Division. This is to verify if the activities requested are allowable and allocable to the subject grant, not precluded by the terms and conditions of the grant, and if comply with the appropriate allowable cost principles described in the federal regulations. For Superfund grants, the purchase of equipment, material and services must comply with the requirements in 40 CFR, Part 35, and Subpart O.

9.6.4. Once approved by the External Resources Office, the Requisition is sent to the Budget Division to verify if the amount requested falls within the approved budget of the grant agreement, which is then forwarded to the Purchasing Section for further processing.



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- 9.6.5. Once the Purchase Request Forms is referred by the Budget Division, the Purchasing Section Supervisor instructs a Buyer to execute the corresponding transaction.
- a. If the quotation is for an amount greater than \$500.00 and the Requisition was submitted for \$499.99 or less, or vice versa, the Buyer must return the Requisition to the corresponding Program in order to update the account number.
- 9.6.6. The Buyer must confirm if the goods or services are available. If not available, the Buyer must obtain three (3) quotes from different suppliers.
- 9.6.7. Once the quotations are received, the Buyer will record the quotation information in FiMaS, where the vendor selection basis is documented.
- 9.6.8. Once the quotations are recorded in the system, the Buyer compares quality and price among quotations. The Buyer shall also verify if the equipment complies with the requirements specified in the Purchase Request Form and verify with the Program requesting the purchase to ensure that it complies with any other specific technical requirements.
- 9.6.9. Based on all the factors mentioned above, the Buyer finally proceed with the vendor selection process.
- a. If the selected quotation exceed the amount requested and approved by the Budget Division over ten percent (10%), the Requisition is returned to the Budget Division for approval.
- 9.6.10. After recording the selected quotation information, a Purchase Order is generated from the system by the Buyer, which must have the following information:
- a. Vendor Data
 - b. Site and Date of delivery
 - c. G/L Account
 - d. Fund
 - e. Program
 - f. Budget Year
 - g. Grant Number
 - h. Speed Chart
 - i. Description
 - j. Price
 - k. Class
 - l. Unit



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- 9.6.11. Once the Buyer validates the Purchase Order, the Purchasing Section Supervisor approves it in the system.
- 9.6.12. Once approved, the Purchasing Section Supervisor sends the original Purchase Order to the selected supplier. A copy of the Purchase Order is sent to the Finance Division in order to review commitment and accounting information for adequacy. In addition, the *Informe de Recibo e Inspección* is sent to the Receiver.



See Purchase Order Users Manual for steps, descriptions and illustrations. Refer to "Purchase Orders".

9.7. Purchase of Services

- 9.7.1. The purchase of non-professional services is determined when the Program is in need of repairing any equipment without a maintenance contract, providing the corresponding maintenance to vehicles under warranty and repairing vehicles whose warranty has expired; and nonprofessional services (equipment repair, calibration of instruments). Service Orders for non-professional services cannot exceed \$4,999.99.
- 9.7.2. The Program prepares a Requisition for such services, indicates the equipment to be repaired, the property number and estimated cost, and recommends the account number and speed chart to be used including the grant number if the request is related to a grant.
- a. For vehicles repairs, a contract or three (3) quotes must be included
- 9.7.3. Requisitions related to federal grants are sent to the External Resources Office prior to the Budget Division. This is to verify if the service requested is allowable and allocable to the subject grant, not precluded by the terms and conditions of the grant, and if complies with the appropriate allowable cost principles described in the federal regulations. For Superfund grants, the purchase of services must comply with the requirements in 40 CFR, Part 35, and Subpart O.
- 9.7.4. Once approved by the External Resources Office, the Requisition is sent to the Budget Division to verify if the amount requested falls within the approved budget of the grant agreement.
- 9.7.5. The Budget Division Chief approves the Requisitions received from the External Resources Office and refer them to the Purchasing Section for further processing.
- 9.7.6. Once the Requisition is referred by the Budget Division, the Purchasing Section Supervisor instructs a Buyer to execute the corresponding transaction.



See Purchase Order Users Manual for steps, descriptions and illustrations. Refer to "Purchase Orders".



9.8. Follow-up to Purchase Orders

The Purchasing Section personnel is responsible for giving follow-up to vendors that are pending to deliver the equipment and materials. The Programs are responsible for giving follow-up of the services requested.

9.8.1. The Buyer should contact the vendor after five (5) days have past of the expected delivery date.

- a. If the vendor is not capable of providing the order within a reasonable amount of time, the Purchase Order is canceled and the order is placed with the next vendor.

9.8.2. The Buyer should generate the Open Item Report (EQB_PO_NO_RECEIPT), on a monthly basis, and call vendors to follow up on the delivery status.

10. Emergency Procedure

The emergency procedure is the modality of the open market to be followed in emergency cases. When there is an emergency, the formal bid procedure shall be waived and the following procedure shall take place.

10.1. Certification

The petitioning agency shall have to submit to the PRGSA Administrator, by any means of communication available, a justification establishing the emergency.

10.1.1. Contents

Said justification shall consist of three (3) parts:

- a. Reason for the emergency shall be indicated. If it was an act of God, vandalism, negligence or some unforeseen situation. The act, date, time and place shall be specified.
- b. The damage caused or to be caused shall be indicated, stating specifically what is in danger and the reasons the head of the agency has to reach that conclusion. In addition, specifically pointing out how it affects the services rendered by the Government through its agency.
- c. Certification of the head of the agency to the effect that he/she is aware of the existence and adverse effect of the emergency.



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10.1.2. Justification Submitted

- a. Acts of God or vandalism - When the emergency is caused by foreseeable but an inevitable Act of God which jeopardizes the life, health and security of the people or of the services rendered by the Government; or is caused by vandalism, the head of the petitioning agency may authorize his/her Purchasing Section Chief, to proceed with the purchase, regardless of the amount involved; unless what is to be acquired is a land, air or sea transportation vehicle, its parts or accessories.
- b. Acts of Negligence - In cases where the emergency is caused by negligence, by the action or omission of an officer or employee, the emergency justification shall have to be submitted in writing to the EQB Executive Director before any transaction is carried out.

10.1.3. Approval

- a. Acts of God or Vandalism

The EQB Executive Director shall approve or disapprove the transaction. If the EQB Executive Director does not approve the transaction, it shall be the duty of the head of the agency to justify his/her action before the Secretary of the PR Treasury Department, who shall determine whether or not to make the payment.

- b. Acts of Negligence

If the EQB Executive Director approves it, he/she may authorize the Purchasing Section Chief (Delegate Buyer) of the agency to proceed with the acquisition of the good, work or services, regardless of the amount.



11. Receiving Process ¹

11.1. Receipt of Equipment and Supplies ²

The vendor delivers the purchased items to the EQB, where the Receiver receives them.

11.1.1. Deliver items

- a. Vendors deliver assets to the proper location on a daily basis.

11.1.2. Review receiving documentation

- a. The Receiver reviews the receiving report and receiving related documentation on delivery.

11.1.3. Inspect merchandise

- a. The Receiver inspects materials or equipment to ensure proper condition of all items as soon as they are delivered.

11.1.4. Receive items in FiMaS

- a. The items are verified and certified as correct by the Receiver before item detail "Receipt Qty" is entered in to the application, on a daily basis.
- b. A receipt is created by the Receiver for items received in FiMaS Receiving page, as soon as they are delivered.
- c. For equipment and non-capital equipment:
 - i. For equipment with a monetary value greater than \$500.00 or non-capital equipment with a monetary value of \$499.99 or less, the Receiver completes the receipt information, verifies in the Receipt Defaults page that the Interface option is not checked and saves it with an "Open" status.
 - ii. The Receiver prints three (3) copies of the Delivery Report; one is delivered by hand to the Buyer, another is sent to the Finance Division for invoice processing, and the last one is filed at the Receiver Office.
 - iii. The Property and Equipment Officer processes the receipt and assigns the corresponding Asset Tag ID in FiMaS.
 - iv. The Property and Equipment Officer registers the following information in FiMaS
 - Asset Tag ID
 - Serial Number
 - Asset Custodian
 - Manufacturer Information
 - Model Number
 - Asset Location
 - Other

¹ The steps performed by the Receiver can be completed by the Auxiliary Receiver in the event the Receiver is not available.

² Partial receipts, except for CODs (Cash on Delivery), are accepted.



- d. For services:
 - i. The Program certifies that the services were performed, approves the invoice and refers it to the Finance Division for the corresponding payment process.
- e. For vehicles' services:
 - i. The Finance Division sends a copy of the Form 822 to the Purchase Division, once the payment is processed.



See Purchase Order and Asset Management Users Manual for steps, descriptions and illustrations.

11.2. Delivery of Equipment or Non-capital Equipment

- 11.2.1. The *Informe de Recibo e Inspección* is sent to the Receiver from the Purchasing Section to keep it until the merchandise arrives. This form is similar to the Purchase Order, but it does not have the information regarding the ordered units, price per unit, total item price, and total order amount.
 - a. For transactions with the PRGSA, the second part of the SC744 Form is used (instead of the *Informe de Recibo e Inspección*)
- 11.2.2. The vendor dispatches the equipment or non-capital equipment referencing a PO to the warehouse or other EQB facility.
- 11.2.3. The Receiver receives the equipment or non-capital equipment from the supplier and proceeds to corroborate it with the *Informe de Recibo e Inspección* in his/her power.
- 11.2.4. The Receiver contacts the Program or Area to clarify any doubt, if necessary.
- 11.2.5. The Receiver creates the receipt in FiMaS through "blind receiving" because it is not necessary to have access to PO quantities to be received, only to the description of the items and line comments.
- 11.2.6. After completion of the receipt process, the Receiver must provide the *Informe de Recibo e Inspección* and the Vendor Delivery Form ("Conduce") to the Property and Equipment Officer for the registration of the equipment or non-capital equipment in the Property and Equipment inventory files.
 - a. If the Receiver rejects the goods, the rejected quantity and reason is added to the online receipt.
 - b. If the inspection process fails, the receiver generates the RTV document in FiMaS and sends it to the vendor with the failed items.
- 11.2.7. The Property and Equipment Officer³ proceeds to assign a property number, records and approves it into the system, as evidence that the equipment or non-capital equipment was recorded in the equipment inventory.

³ In case the Property and Equipment Officer is not available to perform his duties, the substitute Property and Equipment Officer should perform them.



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- 11.2.8. The Receiver prints, signs the receipt and refers it along with the invoice to the Finance Division for the corresponding payment process.
- 11.2.9. The Finance Division retrieves the information of the *Informe de Recibo e Inspección* from the system for the payment processing.
- 11.2.10. The equipment or non-capital equipment is delivered to the Program Director
 - a. Equipment and non-capital equipment is delivered by the Property and Equipment Officer, once the Asset Tag ID is assigned. The Program must pick up the equipment or non-capital equipment in the Property and Equipment area.
 - b. Materials are delivered by the Receiver
- 11.2.11. The Program Director, in coordination with the Property and Equipment Officer, delivers the equipment or non-capital equipment to the corresponding employee, who completes the *Recibo por Propiedad en Uso* (SC-1211), retains a copy and delivers the original to the Program Director. The Program Director delivers the SC-1211 to the Property and Equipment Officer.



See Purchase Order User's Manual for steps, descriptions and illustrations. Refer to section "Receiving".

11.3. Delivery of Materials, Supplies and Parts

- 11.3.1. The vendor dispatches the materials referencing a PO to the warehouse or other EQB facility.
- 11.3.2. The Receiver verifies, approves and prints the *Informe de Recibo e Inspección*.
 - a. Only for transactions with the PRGSA, the second part of the SC744 Form is used (instead of the *Informe de Recibo e Inspección*)
- 11.3.3. The Receiver approves and receives the merchandise from suppliers and corroborates it with the *Informe de Recibo e Inspección*.
- 11.3.4. The Receiver contacts the Program or Area to clarify any doubt, if necessary.
- 11.3.5. The Receiver delivers the merchandise to the Program Director, who, in turn, corroborates it with the Purchase Request Form application.
- 11.3.6. The Finance Division retrieves the information of the *Informe de Recibo e Inspección* from the system for the payment processing.



See Purchase Order User's Manual for steps, descriptions and illustrations. Refer to section "Receiving".



11.4. Delivery of Services

11.4.1. The Finance Division receives the invoice for the services that have been provided and sends it to the Program for certification.

11.4.2. The Program Director or the person who receives the service certifies the invoice.

11.4.3. Once certified, the invoice is submitted to the Finance Division for payment.



See Purchase Order User's Manual for steps, descriptions and illustrations. Refer to section "Receiving".

12. Contracts Funds Obligation Processes

In order to ensure compliance with internal controls and segregation of duties the Purchasing Section personnel are the ones responsible for registering federally funded contracts and its obligation in FiMaS.

12.1.1. Receive contract

- a. A contract is created and registered at the Office of Legal Affairs. The contract is sent by e-mail to the Purchasing Section, Finance Division and Budget Division.

12.1.2. Create and approve contract

- a. Purchasing Section personnel receives and verifies the contract file, verifies account chartfields, vendor information, contract purpose, signatures and contract life (beginning and end date). Purchasing Section also enters the contract information in FiMaS.
- b. The Buyer could use the "Recurring Purchase Order Voucher" option that enables the user to encumber an entire contract amount for a voucher contract by associating the contract to a specific Purchase Order. This functionality will be very helpful for contract types like rent.

12.1.3. Cancel contract

- a. If the contract is canceled, the Office of Legal Affairs notifies the Buyer and proceeds to cancel the contract.

12.1.4. Dispatch contract

- a. Once approved, the contract is returned to the Buyer. The Buyer can dispatch the contract to obtain physical evidence of the transactions. This is an optional step not required for the continuity of the process.



12.1.5. Create PO

- a. The Buyer creates the PO to be referenced by the contract previously created in FiMaS. The Buyer can copy the contract information to the PO.

12.1.6. Approve PO

- a. The Buyer reviews the PO information, adds any necessary comments and completes it, sending it to the approval workflow.
- b. The PO is sent electronically to the Purchasing Section Supervisor for approval.
- c. To approve the Purchase Order, the Purchasing Section Supervisor selects the transaction in FiMaS, verifies the transaction and approves or denies the PO.

12.1.7. Cancel PO

- a. If the PO is not approved, the Purchasing Section Supervisor notifies the Buyer and proceeds to cancel the PO.

12.1.8. Run Budget Checking process

- a. The Buyer executes the budget checking process. If the budget check is completed successfully, the Buyer dispatches the PO.
- b. Any exceptions resulting from the budget checking process are analyzed by the Budget Division, with the help of the Finance Division if necessary.

12.1.9. Review Budget's exceptions and Dispatch PO

- a. If the exception errors cannot be corrected the Purchasing Section Supervisor cancel the PO. If the exception is solved, the PO is dispatched.



See Purchase Order User's Manual for steps, descriptions and illustrations. Refer to section "Receiving".



13. Reconciliation Process

The Budget Division, Finance Division and Purchasing Section perform the Purchasing (PO) Module reconciliation analysis and revision in order to analyze and close all requisition transactions that are not completed or show errors. This process facilitates the analysis to reconcile and close the fiscal year.

13.1. PO Module Reconciliation

13.1.1. At the end of the month, the Budget Division generates the "EQB_REQ_STATUS" query in FiMaS for the corresponding period in order to validate the status of the Requisitions.

13.1.2. The Budget Division reviews the query report to verify the status of Requisitions entered in the system and determine the appropriate corrective action. The following table illustrates the different corrective actions that should be performed based on the applicable status.

Requisition Status	BCM Status	Solution or Corrective Action
Open	Not Budget Checked	Submit requisition to area Manager for approval.
Pending Approval	Not Budget Checked	Follow up to Budget Division or External Resources Office for approval.
Approved	Not Budget Checked	Run Budget Check process.
Approved	Valid	No action is required. All requisitions should have this status in order to avoid problems during the closing process.
Approved	Error	Notify Budget Division the budget error for correction. Once corrected, approve the requisition.
Denied	Valid	Analyze the reason for denying the requisition. Correct the error or cancel the requisition as applicable.
Canceled	Error	No corrective action is required.
Canceled	Not Budget Checked	No corrective action is required.
Canceled	Valid	No corrective action is required.



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13.1.3. The Budget Division generates the "EQB_REQ_WITHOUT_PO" query to identify, evaluate and correct all requisitions that have not been associated to a PO, have not been approved and are not validated.

- a. If a requisition has not been associated to a PO and the time elapsed since its registration is substantial, should analyze the situation and cancel the requisition when the purchase does not proceed in order to release the funds retained with such requisition. Notify the Budget Division to run the Budget Check in order to complete the process of releasing the funds.
- b. Must review the status of the requisitions, purchase orders, and transactions that for some reason have not followed the normal course of the procurement process.

13.1.4. The Purchasing Section generates the "EQB_PO_WITHOUT_VOUCHER" query to analyze and correct the Purchase Orders that are not associated to vouchers. Also, evaluates the POs that do not have the "Dispatched" status and are not validated.

13.1.5. Once all transactions are validated and reconciled for the period, the Purchasing Section generates the "EQB_PO_BALANCE_AVAILABLE" query to check the available balance for each Purchase Order. This analysis is essential to evaluate the funds committed and perform the appropriate release by performing the cancellation process or batch process to complete the Purchase Orders. Must run the Budget Check in order to complete the process of releasing the funds.

13.1.6. The Finance Division proceeds to close the reconciled period in the system. The closure of the period will avoid that new transactions are registered in a previously reconciled period.

13.2. Funds Accounts Reconciliation

In order to conclude the reconciliation process for state and federal funds, the Finance Division performs the required processes. Refer to OP-0026, Finance Division Reconciliation Procedure.



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14. Forms and Reports

14.1. Requisition

Requisition																													
Ship To: Grant:		Business Unit: APPROVED																											
		Req ID:		Date		Page 1																							
		Requester						Currency USD																					
		Requester Signature																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Line</th> <th style="width: 10%;">Sched</th> <th style="width: 10%;">Item</th> <th style="width: 20%;">Description</th> <th style="width: 10%;">Mfg ID</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">UOM</th> <th style="width: 10%;">Price</th> <th style="width: 10%;">Extended Amt</th> <th style="width: 10%;">Due Date</th> </tr> </thead> <tbody> <tr><td colspan="10" style="height: 100px;"></td></tr> </tbody> </table>										Line	Sched	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date										
Line	Sched	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date																				
<u>Line Total:</u>					_____																								
<u>Total Requisition Amount:</u>					_____																								
Approval Signature			Approval Signature			Approval Signature																							

14.2. Solicitud de Precios en Mercado Abierto - SC 1003

Modelo SC 1003

ESTADO LIBRE ASOCIADO DE PUERTO RICO
JUNTA DE CALIDAD AMBIENTAL

Original - Supplier
 COPIA - Supplier
 COPIA - Design & Layout

DEPARTAMENTO O DEPENDENCIA
 APARTADO 11488, SANTURCE, P.R. 00910
 UNIDAD

SOLICITUD DE PRECIOS EN MERCADO ABIERTO

Recibiremos ofertas en pliegos cerrados hasta la fecha y hora indicada en el
 encabezado al margen, para los siguientes artículos entregados F.O.B.

INVITACION NUM.

FECHA DE APERTURA

HORA DE APERTURA

Fecha de Invitación

Firma Autorizada

OFERTA

Si esta oferta es aceptada dentro de 30 días a partir de la fecha de apertura, nos comprometemos a entregar no más
 de _____ 20 _____ todos a cualquiera parte de los artículos para los cuales cotizamos a
 continuación, los precios especificados, menos descuentos _____ % _____ días _____ % _____ días.

Aceptamos para la oferta los siguientes:

TERMINOS Y CONDICIONES *

La Junta de subasta de esta dependencia se reserva el derecho a rechazar cualquier o todas las ofertas; a adjudicar por
 partidas individuales o agrupadas, a obviar cualquier informalidad en las ofertas, y adjudicar sobre otra base que la de precio
 solamente.

2- Ninguna oferta podrá retirarse o enmendarse después de abierta.

3- Se considerarán los descuentos para determinar el postor más bajo siempre que se ofrezcan por pago en
 _____ o más días.

4- Esta dependencia comparará a otros proveedores los artículos que el licitador no entregue de acuerdo con esta oferta. En estos
 casos, cualquier exceso sobre los precios aquí cotizados correrá por cuenta del licitador.

NOTA: Envíe su oferta en el original de este modelo. Marque su sobre con el número de esta invitación y el día y la hora de apertura.

Licitador

Dirección

Firma Autorizada

Partida	Descripción	Cantidad	Unidad	Precio Unitario	Importe

* De existir otros términos y condiciones a las aquí establecidas, deberán indicarse como un Anexo a este modelo.

Modelo SC 1003 (Hoja de Cont.)

PAG. NUM. _____ DE _____

INVITACION NUM. _____

Fecha de la invitación

SOLICITUD DE PRECIOS EN MERCADO ABIERTO
(Hoja de Continuación)

Partida	Cantidad	Unidad	Precio Unitario	Importe



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14.3. Request for Quotation

Request for Quotation													
Junta de Calidad Ambiental Edificio de Agencias Ambientales Ave. Ponce De Leon 1308 (PR-8838) (Tel.) 787-767-8111 (Fax) 787-767-0450 San Juan PR 00929 United States				Dispatch via Print									
				Request Quote ID.	Date	Buyer	Page 1						
Vendor: *****		Ship To:											
Fax:		Bill To:											
<table border="1"><thead><tr><th>Line</th><th>Item</th><th>Description</th><th>Mfg ID</th><th>Mfg Item ID</th><th>Quantity</th><th>UOM</th><th>Need Date</th></tr></thead></table>						Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date						
Freight Terms:		Ship Via:											
<table border="1"><thead><tr><th colspan="6">REGULAR RFO</th></tr></thead></table>						REGULAR RFO							
REGULAR RFO													
This is NOT AN ORDER All returned quotes and related documents must be identified with our request for quote Number.													
Authorized Signature													

14.4. *Solicitud de Compra – SC 701*

MODELO SC 701	ESTADO LIBRE ASOCIADO DE PUERTO RICO JUNTA DE CALIDAD AMBIENTAL Agencia APARTADO 11488, SANTURCE, P.R. 00910 Dirección																
ORIGINAL - A.S.G. COPIA AGENCIA COPIA AGENCIA																	
SOLICITUD DE COMPRA																	
SOLICITUD NUM: _____	FECHA SOLICITUD: _____																
ENTREGA																	
DIRECCION _____ _____ _____	FECHA: _____ VIA: _____ _____																
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th>FONDO</th> <th>AGEN</th> <th>ORGN</th> <th>UP</th> <th>ASIG</th> <th>OBJETO</th> <th>CIAF</th> <th>IMPORTE ESTIMADO</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		FONDO	AGEN	ORGN	UP	ASIG	OBJETO	CIAF	IMPORTE ESTIMADO								
FONDO	AGEN	ORGN	UP	ASIG	OBJETO	CIAF	IMPORTE ESTIMADO										
PARA USO A.S.G.																	
NUM PARTIDA	DESCRIPCION COMPLETA	CANTIDAD	UNIDAD	PRECIO UNIDARIO ESTIMADO	IMPORTE ESTIMADO												
TOTAL																	
PARA USO DE LA AGENCIA																	
Solicito nos suministren los artículos o servicios arriba indicados y certifico que los mismos son necesarios para llevar a cabo el trabajo que nos han encomendado y que se usarán en el desempeño de las labores de la unidad para la cual se solicitan.			APROBADO:														
FECHA _____ DELEGADO COMPRADOR _____			FECHA _____ JEFE, AGENCIA O SU REPT. AUT _____														
PARA USO DE LA ADMINISTRACION DE SERVICIOS GENERALES																	
Certifico que el estimado aqui realizado está de acuerdo a las especificaciones y normas establecidas.																	
FECHA _____			JEFE, ADM. SERV. GEN. O SU REPT. AUT. _____														



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TOTAL O SUBTOTAL A LA PROXIMA PAGINA



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14.5. Purchase Order

Purchase Order											
Junta de Calidad Ambiental				Dispatch via Print							
Edificio de Agencias Ambientales				Purchase Order		Date		Revision		Page	
Ave. Ponce De Leon 1308 (PR-9838)				Payment Terms		Freight Terms		Ship Via			
(Tel.) 787-767-8111 (Fax) 767-767-0450				Buyer		Phone		Currency			
San Juan PR 00929				Ship To:				USD			
United States				Bill To:							
Vendor: *****				Tax Exempt?		Tax Exempt ID:		Replenishment Option:			
				Line-Sch		Item/Description		Mfg ID		Quantity UOM	
				PO Price		Extended Amt		Due Date			
				Schedule Total							
				Item Total							
				Total PO Amount							
										Authorized Signature	



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14.6. Obligación y Orden de Compra – SC 744

Modulo SC 744
1 A.L. 21

ESTADO LIBRE ASOCIADO DE PUERTO RICO

Original: Auxiliar a ASG
Trm. Copia AG
Trm. Copia Agencia
Trm. Copia AGC-Inf. Res. x Imp
Trm. Copia Agencia Inf. Res. x Imp
Trm. Copia ASG-Inf. Res. x Imp

Agencia
Dirección

Num. Sociedad
Cuenta y Suministros
Cuenta de Transacciones
Impuesto
Fecha

PROFAS

OBLIGACIÓN Y ORDEN DE COMPRA

IDENTIFICACIÓN DEL DOCUMENTO:

Agencia	Numero de Orden de Compra	Fecha	Importe Total	Costo del Suprador	SE	IS	FONDO	AGEN

Opciones de Procesamiento de Despacho: ☐ Fax ☐ Teléfono ☐ Correo

SUPLENTE

Entregarse a:

Facturarse a:

Nombre del Suprador, Dirección:

Agencia, Dirección:

Método de Envío:

Término de Embarque:

ARTÍCULOS (se recomienda más espacio, utilice otra hoja)

UN	Cta.	Fondo	Org.	Prog.	Asig.	Año Pres.	Aport. Federal	Descripción	Núm. de Catálogo	Núm. de Contrato	Unidades	Precio por Unidad	Precio Total	Propiedad	Cantidad Despachada

Subtotal

Para uso de la Agencia o ASG: Solicito el despacho de los artículos o servicios indicados y certifico que esta orden ha sido emitida de acuerdo con las leyes y reglamentos aplicables.

Para uso del Departamento de Hacienda o ASG: Aprobado por:

Para uso de ASG: Despachado por:

Delegado Comprador u Oficial Cust: Fecha, Teléfono

Firma: Fecha, Teléfono

Firma: Fecha, Teléfono

Firma: Fecha, Teléfono

Comprobar: Seis años a una intervención de Correo, lo que consta primero.




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14.7. Informe de Recibo e Inspección

		Junta de Calidad Ambiental Informe de Recibo e Inspección PeopleSoft		No. Recibo PS <input type="text"/>			
Suplidor:	Nombre:	Núm. Orden de Compra:	Comprador:				
	Dirección:	Fecha Orden de Compra:	Estatus:				
Ítem	ID Artículo	Descripción	UOM	Cantidad Recibida	Cantidad Rechazada	Fecha Vencimiento	Fecha Recibo
<div></div>							
Comentarios: <div></div>							
				Firma Receptor: <div></div>			



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14.8. Recibo por Propiedad en Uso – SC-1211

Huella SC 1211
Serp. 1 regl. 80m. 11 (17 feb 88)

ESTADO LIBRE ASOCIADO DE PUERTO
DEPARTAMENTO DE HACIENDA

Agencia o Departamento _____

RECIBO POR PROPIEDAD EN USO

Rec Num. _____

Fecha _____

Yo _____, he recibido del Encargado de la Propiedad
la siguiente propiedad para uso de _____ siendo responsable
de su cuidado y conservación. La presentaré al ser requerido por la autoridad competente.

Número de Unidad	Nombre de Propiedad o Designación	Serie	Ciudad	Código

Orden: _____

Proveedor: _____

Código Distrito: _____

Distrito: _____

Fecha Adquisición: _____

Cifra de Cuenta: _____

Programa: _____

Garantía: _____

Nombre en Letra de Mando del Custodio _____

Fecha _____

Firma del Custodio _____

Título _____

Conservación: Hasta pasado (6) años después de entregarse la propiedad a una intervención del Contralor, lo que ocurra primero.

15. Tabular Summary of Procedure

Step	Description	Official in Charge	Outcome	Time Required
6.1.1	Receive information and register it in FiMaS (item id, description, unit of measure, category, group, standard price, comments, if any)	Buyer	Item creation and maintenance	
6.1.2	Change current status of item definitions to the future status that is defined for the items when the scheduled date of the future status is on or before the date that the process is run (Change Item Status process)	Buyer	Item status change	
6.1.3	Create and maintain categories	Buyer	Category creation and maintenance	
7.1.1	Create Requisitions in FiMaS	EQB's Departments	Requisitions (REQ) creation in FiMaS	
7.1.2	Include as much item's details as possible in the Line Description section in FiMaS	Person preparing the Requisition	Description section completion	
7.1.3	Specify the Program, Division and employee in charge of the items requested as well as any other additional item's detail in the Comments section in FiMaS Select the following checkboxes in the Comments section: - Send to Vendor - Shown at Receipt - Shown at Voucher	Person preparing the Requisition	Comments section completion	
7.1.4	Select the appropriate Item ID	Person preparing the Requisition	Item ID selection	
7.1.5	Create as many line items as items being requested (if the Requisition is for several items)	Person preparing the Requisition	Line items creation	
7.1.6	Update the Item Description on the Requisition to reflect the specific item being requested	Person preparing the Requisition	Item Description update	



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Step	Description	Official in Charge	Outcome	Time Required
7.1.7	Select the appropriate account that will be used to pay for the Requisition and, if applicable, the corresponding speed chart	Person preparing the Requisition	Account and speed chart selection	
7.1.8	Receive the Requisition and verify if there are any pending requests for evaluation (through the FiMaS Requisition worklist)	Supervisor	Requisition receipt and pending requests verification	
7.1.9	Evaluate the Requisition and approve it if the request is necessary, reasonable, allowable and allocable	Supervisor	Requisition evaluation and approval	
7.2.1	Receive the Requisition and validate if the purchase is allowable and allocable to the Cooperative Agreement (through the FiMaS Requisition worklist)	External Resources Office	Requisition receipt and validation	
7.2.2	Validate that the proper speed chart is used to record the cost share split	External Resources Office	Speed chart validation	
7.3.1	Receive the Requisition and validate if there is a Requisition pending for approval (through the FiMaS Requisition worklist)	Budget Division	Requisition receipt and pending requests verification	
7.3.2	Evaluate funds availability	Budget Division	Funds availability evaluation	
7.3.3	Save Requisition, if budget checking is valid	Budget Division	Budget checking execution	
7.4.1	Analyze any errors identified	Budget Division	Budget's exceptions analysis	
7.5.1	Analyze Requisition and report data to Buyer Generate Purchase Order (PO)	PRGSA Buyer	Requisition analysis and PO generation	
7.6.1	Submit the Reimbursement Request to the Human Resources Office	Employee	Reimbursement Request submission	



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Step	Description	Official in Charge	Outcome	Time Required
7.6.2	Evaluate the reimbursement request and, if it is determined that the reimbursement proceeds, create a Requisition	Human Resources Office	Requisition creation	
7.6.3	Continue Requisition approval process through the regular workflow, as detailed on section 7.3 Budget Checking process	Budget Division	Requisition approval	
7.6.4	Create the Purchase Order as described on Section 9.2	Purchasing Section	Purchase Order creation	
7.7.1	Cancel requisition (if errors are not solved)	Budget Division	Requisition cancelation	
7.8.1	Reject Requisition ("Stand-by" for revision)	External Resources Office or Budget Division	Requisition rejection	
7.9.1	Send Requisition back to requester for modifications and resubmission for approval Send Requisition back to Budget Division	Budget Division Purchasing Section	Requisition recycling	
7.10.1	Approve Requisition	External Resources Office and/or Budget Division	Requisition approval	
8.1.1	Receive Purchase Request Form	Purchase Section Supervisor	Purchase Request Form receipt	
8.1.2	Request a minimum of three (3) quotes by phone, by fax or e-mail or in writing, depending on quote amount	Buyer	Quotes' request	
8.1.3	Register quotation information in FiMaS and select a supplier based on the information provided	Buyer	Information registration and supplier selection	
8.1.4	Submit the Purchase Order to Finance Division and continue with the corresponding process	Buyer	Purchase Order submission	



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Step	Description	Official in Charge	Outcome	Time Required
	Prepare informal bid (SC1003) and invite suppliers Adjudge best bidder Determine that a contract is required and notify the Office of Legal Affairs to start contract preparation Prepare Purchase Order	Purchasing Section	Informal bid requisition for purchases between \$50,000.00 and \$99,999.99	
	Process Purchase Request Forms (with the exception of those authorized by the PRGSA that are delegated to EQB Purchasing Section)	PRGSA	Purchase Request Forms process for purchases greater than \$100,000.00	
9.1.1	Create Requisition Sign and submit Requisition	Soliciting Unit Applicant and Supervisor	Requisition creation, signature and submission	
9.1.2	Receive and approve or deny Requisition (those related to federal grants are sent to External Resources Office prior to the Budget Division, once approved by External Resources Office are sent to Budget Division for approval) Refer Requisition to Purchasing Section for further processing	Budget Division	Requisition approval and referral for processing	
9.2.1	Copy the information from the previously created and approved Requisition in FiMaS	Buyer	PO creation	
9.2.2	Approve the PO	Purchasing Section Supervisor or authorized representative	PO approval	
9.2.3	Run Budget Checking process Refer any exception to Budget Division or authorized person for analysis	Buyer	Budget Checking process execution	
9.2.4	Send PO to the vendor (supplier), if the exceptions are resolved	Purchasing Section	PO dispatch to vendor	



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Step	Description	Official in Charge	Outcome	Time Required
9.2.5	Cancel the purchase in FiMaS, if PO is not approved	Purchasing Section Supervisor	PO cancelation	
9.3.1	Modify Requisition, if necessary (if it has not been processed; if there is an increase in price will require approval from Budget Division, if it is related to a grant will need approval from External Resources Office)	Budget Division	Requisition modification	
9.4.1	Cancel Requisition, if required by applicant (PO status will determine the actions to follow)	Purchasing Section	Requisition cancelation	
9.5.1	Access Review Requisition Information in FiMaS to see and track Requisition status	Applicant	Requisition inquiry	
9.6.1	Determine the need to acquire different types of materials after validating that none is available in storage	Program	Need of materials determination	
9.6.2	Submit Requisition signed by the person requesting it and by the Program Director, recommend the account number to be used including the grant number (if related to a grant), speed chart if a cost share is needed and send it to Budget Division to verify that the amount requested falls within the approved budget to commit funds and approve document to certify funds	Program	Requisition submission to Budget Division	
9.6.3	Send Requisition related to federal grants to External Resources Office prior to Budget Division to verify if the activities requested are allowable and allocable to the subject grant, not precluded by the terms and conditions of the grant, and if comply with the appropriate allowable cost principles described in the federal regulations	Program	Requisition submission to External Resources Office	



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Step	Description	Official in Charge	Outcome	Time Required
9.6.4	Once the Requisition is approved by the External Resources Office, verify if the amount requested falls within the approved budget of the grant agreement Forward Requisition to Purchasing Section for further processing	Budget Division	Requisition verification	
9.6.5	Receive Requisition and instruct Buyer to execute the corresponding transaction	Purchasing Section Supervisor	Requisition receipt and instructions	
9.6.6	Confirm if the goods or services are available, if not, obtain three (3) quotes from different suppliers	Buyer	Goods or services availability confirmation or quotes request	
9.6.7	Record quotation information in FiMaS	Buyer	Quotation information documentation	
9.6.8	Compare quality and price among quotations, verify if the equipment complies with the requirements specified in the Purchase Request Form and verify with the Program to ensure that it complies with any other specific technical requirements	Buyer	Quotations evaluation	
9.6.9	Select vendor, based on the factors mentioned above	Buyer	Vendor selection	
9.6.10	Generate Purchase Order from the system	Buyer	Purchase Order generation	
9.6.11	Approve the Purchase Order in the system	Purchasing Section Supervisor	Purchase Order approval	
9.6.12	Send the original Purchase Order to the selected supplier Send a copy of the Purchase Order to the Finance Division Send the <i>Informe de Recibo e Inspección</i> to the Receiver	Purchasing Section Supervisor	Purchase Order copies and <i>Informe de Recibo e Inspección</i> distribution	



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Step	Description	Official in Charge	Outcome	Time Required
9.7.1	Determine the purchase of non-professional services when there is a need of repairing any equipment without a maintenance contract, providing the corresponding maintenance to vehicles under warranty, and repairing vehicles whose warranty has expired (Service Orders for non-professional services cannot exceed \$4,999.99)	Program	Purchase of non-professional services determination	
9.7.2	Prepare Requisition for non-professional services (equipment to be repaired, property number and estimated cost, account number recommended and speed chart to be used including the grant number if related to a grant); include contract or three (3) quotes for vehicles' repairs	Program	Requisition preparation	
9.7.3	Send Requisitions related to federal grants to the External Resources Office prior to Budget Division	Program	Requisition submission to External Resources Office	
9.7.4	Once approved by the External Resources Office, verify if the amount requested falls within the approved budget of the grant agreement	Budget Division	Requisition evaluation	
9.7.5	Approve Requisition and refer it to the Purchasing Section for further processing	Budget Division Chief	Requisition approval	
9.7.6	Receive Requisition and instruct Buyer to execute the corresponding transaction	Purchasing Section Supervisor	Corresponding transaction execution	
9.8.1	Contact the vendor after five (5) days have past of the expected delivery date; if vendor is not capable of providing the order within a reasonable amount of time, cancel the PO and place it with the next vendor	Buyer	Purchase Order cancelation and placement with the next vendor	



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Step	Description	Official in Charge	Outcome	Time Required
9.8.2	Generate the Open Item Report (EQB_PO_NO_RECEIPT) and call vendors to follow up on the delivery status	Buyer	Follow up to vendors	Monthly
10.1.1	Prepare a justification establishing the emergency, including: Reason for the emergency Damage caused or to be caused Certification of the head of the agency to the effect that he/she is aware of the existence and adverse effect of the emergency	EQB	Emergency justification	
10.1.2	Submit justification depending on the cause of the emergency: acts of God or vandalism, acts of negligence	EQB	Justification submission	
10.1.3	Approve or disapprove transaction	EQB	Transaction approval or denial	
11.1.1	Deliver items	Vendor	Items delivery	Daily
11.1.2	Review receiving report and receiving related documentation	Receiver	Receiving report and related documentation review	On delivery
11.1.3	Inspect materials or equipment to ensure proper condition of all items	Receiver	Merchandise inspection	As soon as delivered
11.1.4	Verify and certify items as correct before entering item detail "Receipt Qty" in FiMaS and create the receipt in FiMaS Receiving page for the items received Equipment and non-capital equipment: - For equipment with a monetary value greater than \$500.00 or non-capital equipment with a monetary value of \$499.99 or less, complete receipt information, verify in the Receipt Defaults page that the Interface option is not checked and save it with an "Open" status	Receiver Receiver	Items receipt in FiMaS	Daily (as soon as delivered)



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Step	Description	Official in Charge	Outcome	Time Required
	<ul style="list-style-type: none"> - Print three (3) copies of the Delivery Report: deliver one copy by hand to the Buyer, send one copy to Finance Division for invoice processing and file one copy at the Receiver Office - Process the receipt, assign corresponding "Asset ID" in FiMaS and register required items information in FiMaS <p>Services:</p> <ul style="list-style-type: none"> - Certify that the services were performed, approve the invoice and refer it to the Finance Division for the corresponding payment process <p>Vehicles:</p> <ul style="list-style-type: none"> - Send a copy of the Form 822 to the Purchase Division, once the payment is processed 	<p>Receiver</p> <p>Property and Equipment Officer</p> <p>Program</p> <p>Finance Division</p>		
11.2.1	Send the <i>Informe de Recibo e Inspección</i> to the Receiver to keep it until merchandise arrival	Purchasing Section	<i>Informe de Recibo e Inspección</i> referral to Receiver	
11.2.2	Dispatch equipment or non-capital equipment	Vendor	Equipment or non-capital equipment dispatch	
11.2.3	Receive the equipment or non-capital equipment from supplier and corroborate it with the <i>Informe de Recibo e Inspección</i>	Receiver	Equipment or non-capital equipment receipt and verification	
11.2.4	Contact the Program or Area to clarify doubts, if necessary	Receiver	Doubts clarification	
11.2.5	Create Receipt in FiMaS	Receiver	Receipt creation	
11.2.6	Provide the <i>Informe de Recibo e Inspección</i> and Vendor Delivery Form ("Conduce") to the Property and Equipment Officer for the registration of the equipment or non-capital equipment in the Property and Equipment inventory files	Receiver	<i>Informe de Recibo e Inspección</i> and Vendor Delivery Form referral to Property and Equipment Officer	

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Step	Description	Official in Charge	Outcome	Time Required
11.2.7	Assign property number, record and approve it in the system, as evidence that the equipment or non-capital equipment was recorded in the equipment inventory	Property and Equipment Officer	Equipment and non-capital equipment record in inventory	
11.2.8	Print, sign the receipt and refer it along with the invoice to the Finance Division for the corresponding payment process	Receiver	Receipt and invoice referral to Finance Division	
11.2.9	Retrieve the <i>Informe de Recibo e Inspección</i> from the system for the payment processing	Finance Division	Payment processing	
11.2.10	Deliver equipment and non-capital equipment (after Tag ID assignment)	Property and Equipment Officer	Equipment and non-capital equipment delivery	
11.2.11	Deliver equipment or non-capital equipment to the corresponding employee Complete <i>Recibo por Propiedad en Uso</i> (SC 1211), retain copy and deliver the original to the Program Director Deliver the document to the Property and Equipment Officer	Program Director and Property and Equipment Officer Employee Program Director	Equipment or non-capital equipment delivery and receipt by employee	
11.3.1	Dispatch materials	Vendor	Materials dispatch	
11.3.2	Verify, approve and print the <i>Informe de Recibo e Inspección</i>	Receiver	<i>Informe de Recibo e Inspección</i> verification, approval and printing	
11.3.3	Approve and receive merchandise from suppliers and corroborate it with the <i>Informe y Recibo de Inspección</i>	Receiver	Merchandise approval, receipt and verification	
11.3.4	Contact Program or Area for doubts clarification, if necessary	Receiver	Doubts clarification	



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Step	Description	Official in Charge	Outcome	Time Required
11.3.5	Deliver merchandise to the Program Director Corroborate the merchandise with the Requisition	Receiver Program Director	Merchandise delivery and verification	
11.3.6	Retrieve the <i>Informe y Recibo de Inspección</i> for payment processing	Finance Division	Payment processing	
11.4.1	Receive invoice for the services provided and send it to the Program for certification	Finance Division	Invoice receipt and referral for certification	
11.4.2	Certify invoice	Program Director or person who receives the service	Invoice certification	
11.4.3	Submit certified invoice to the Finance Division for payment	Program Director or person who receives the service	Invoice submission for payment	
12.1.1	Create and register contract and send it to Purchasing Section, Finance Division and Budget Division	Office of Legal Affairs	Contract creation, registration and distribution	
12.1.2	Receive and verify contract file, account chartfields, vendor information, contract purpose, signatures and contract life and enter contract information in FiMaS	Purchasing Section	Contract receipt and verification	
12.1.3	Notify Buyer and proceed to cancel the contract, if canceled	Office of Legal Affairs	Contract cancelation	
12.1.4	Return contract to Buyer, once approved Dispatch contract to obtain physical evidence of the transactions (optional)	Office of Legal Affairs Buyer	Contract dispatch	
12.1.5	Create the PO to be referenced by the contract previously created in FiMaS	Buyer	PO creation	



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Step	Description	Official in Charge	Outcome	Time Required
12.1.6	Review PO information, add necessary comments, complete it and send it to the approval workflow Verify transaction and approve or deny the PO	Buyer Purchasing Section Supervisor	PO approval or denial	
12.1.7	Notify Buyer and proceed to cancel PO, if not approved	Purchasing Section Supervisor	PO cancellation	
12.1.8	Execute budget checking process and dispatch PO, if process is successfully completed Analyze exceptions resulting from budget checking process	Buyer Budget Division and Finance Division	Budget checking process execution and exceptions analysis	
12.1.9	Cancel PO, if exception errors cannot be corrected; dispatch PO, if exception is solved	Purchasing Section Supervisor	PO cancellation or dispatch	
13.1.1	Generate the "EQB_REQ_STATUS" query in FiMaS for the corresponding period to validate the status of Requisitions	Budget Division	Requisitions status validation	
13.1.2	Review query report to verify the status of Requisitions entered in the system and determine the appropriate corrective actions	Budget Division	Requisitions status review and corrective actions determination	
13.1.3	Generate "EQB_REQ_WITHOUT_PO" query to identify, evaluate and correct Requisitions that have not been associated to a PO, have not been approved and are not validated	Budget Division	Requisitions identification, evaluation and correction	
13.1.4	Generate "EQB_PO_WITHOUT_VOUCHER" query to analyze and correct the Purchase Orders that are not associated to vouchers	Purchasing Section	Purchase Orders analysis and correction	




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Step	Description	Official in Charge	Outcome	Time Required
13.1.5	Generate "EQB_PO_BALANCE_AVAILABLE" query to check the available balance for each Purchase Order	Purchasing Section	Purchase Orders available balance verification	
13.1.6	Close the reconciled period in the system	Finance Division	Reconciled period closing	

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16. Document Revision Table

Revision Number	Revision Date	Section	Modification	Justification
1	1/27/2010	All	New	New
2	4/29/2011	All	Update procedure	Update process to reflect new adopted EQB Procurement Regulation 7984
3	12/23/2015	All	Update procedure	Update process to reflect new streamlined processes



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