

DEPARTMENT INTRODUCTION

2601

(May 2005)

The Business Services Handbook has been developed to provide purchasing staff with guidelines and requirements for the procurement of Non-IT commodities. It is based on the Purchasing Authority Manual (PAM) issued by the Department of General Services, Procurement Division (DGS/PD). Department specific information, requirements and guidelines have been included and are color coded in green.

DEPARTMENTAL PROCUREMENT PROGRAM

2601.1

(May 2005)

The Director of Forestry and Fire Protection (CAL FIRE) is ultimately responsible and accountable for the department's procurement program. The responsibility for the day-to-day operation has been assigned to the Sacramento Headquarters Business Services Unit known as Business Services Sacramento.

CAL FIRE has structured a system outlining the use of purchasing methods and procedures. Coordination and administration of this program is a joint effort of Business Services Sacramento and the Departmental Accounting Office (DAO). The following pages contain written procedures, which describe in detail all the aspects of the program as it applies to CAL FIRE. The program calls for the establishment of certified purchasers and approving/authorizing officials.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)