

REPORTING REQUIREMENTS

2609

(May 2005)

This section provides a review of reporting requirements applicable to the department's field units in the purchasing authority program. Other reports are required at the Departmental Headquarters level. A complete listing and review of reports can be found on the DGS website at: www.documents.dgs.ca.gov/pd/delegations/chapter12.pdf

PURCHASING AUTHORITY ACTIVITY REPORTING

2609.1

(May 2005)

Departments must report to DGS/PD all transactions including amended and cancelled transactions executed under its purchasing authority. The categories of authority for transactions that must be reported are identified in [Section 2603](#) and on the [Purchasing Charts](#).

In CAL FIRE, the procurement copy of **all** the purchase authority (formerly known as delegated purchase) documents shall be sent to the Region Business Services Officer who will review for completeness and compliance with the terms of the purchase authority. After reviewing, the BSO will initial and send the purchase order copies to Business Services, Sacramento, at least once each week. Sacramento Headquarters units submit their documents directly to Business Services Sacramento. Business Services will spot audit for compliance and send the copies to DGS, Procurement.

The document information is entered into a database by DGS, Procurement and used to assess administrative charges. The information from the database is used to select documents for review.

Some transactions are reported directly to DGS/PD upon execution and, therefore, departments should not report those transactions as directed in this section. Submission of these transactions as directed in this section will result in duplication of DGS administrative fee charges to the department. These transactions include:

- Transactions entered directly into the Procurement Information Network (PIN).
- Transactions entered directly into the Cal Buy System.
- Transactions executed electronically as allowed by the individual Leveraged Procurement Agreement (LPA), if the LPA specifically states that hard copy reporting is not required.

DUE DATES
(May 2005)

2609.1.1

Departments must submit a copy of each executed purchase document, regardless of the form used, no less frequently than monthly, by the tenth of the month following the reporting period. Departments may submit transactions more often than monthly if the department so chooses.

NON-REPORTABLE TRANSACTIONS
(May 2005)

2609.1.2

The following procurement activities are not under DGS/PD-approved purchasing authority and should not be reported:

- Non-IT services that were not executed as an LPA order.
 - Individual memberships.
 - Organizational memberships in non-IT organizations.
 - Opportunity purchases executed by District Agricultural Associations (DAA).
 - CAL-Card transactions for non-LPA purchases valued less than \$5,000 that were executed without issuing a purchase document.
- Transactions executed using a Sub-Purchase Order (STD.40A), including those executed using a STD.65 when the STD.65 is used in lieu of the STD.40A.

CONTRACT AWARD REPORT
(May 2005)

2609.2

In accordance with the CCR Title 2, Division 4, Chapter 5, section 8117.5, all departments will notify the Department of Fair Employment and Housing (DFEH) of any contract award in excess of \$5,000.00. This requirement shall be met by completing a [Contract Award Report \(STD.16\)](#) for all non-IT and IT goods and services purchase documents issued under any purchasing category (competitive, NCB, LPA, etc.).

HOW TO REPORT
(May 2005)

2609.2.1

In CAL FIRE, all Contract Award Reports (STD 16) are sent to Business Services Sacramento. Business Services Sacramento then batches and forwards them to Department of Fair Employment and Housing.

OTHER REPORTS

2609.3

(May 2005)

Business Services Sacramento is responsible for other reporting obligations such, Small Business and DVBE reports. For additional information on other reports refer to [Chapter 12](#) of the DGS, PD Purchasing Authority Manual (PAM).

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)