

PURCHASE DOCUMENTS

2660

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This [section](#) describes the different purchase documents executed under a departments' purchasing authority. The competitive and non-competitive purchase of non-IT goods and non-IT LPA orders will most often be executed on the Purchasing Authority Purchase Order ([STD. 65](#)).

Included in this [section](#) are other purchase documents: [Purchase Estimate \(STD. 66\)](#), [Material Requisition \(F-72\)](#), [Printing Requisition \(STD. 67\)](#), [Travel Claim](#), and [Multiuse Federal Order Form \(SF 344\)](#).

Also included in this [section](#) are policies and procedures regarding the State Contract and Procurement Registration System (SCPRS), which provides a uniform reporting process for contracts and purchases of goods and services (both non-IT and IT) over \$5,000.00.

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

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

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