

**STATE CONTRACT AND PROCUREMENT
REGISTRATION SYSTEM (SCPRS) 2661**
(May 2005)

PURPOSE OF SCPRS 2661.1
(May 2005)

The SCPRS, an Internet-based application, was developed as a contract tracking system to provide a centralized database on state contracting and purchasing transactions.

REGISTERING PURCHASES VALUED OVER \$5,000.00 2661.2
(No. 3 February 2006)

In accordance with Management Memo 03-09, Purchasers shall register any and all purchase documents valued over \$5,000.00 in the SCPRS.

Note: The system does not prevent departments from recording transactions valued at \$5,000.00 and less. Purchasers may enter all transaction in the system if they choose to take advantage of tracking and reporting features of SCPRS.

RECORDING THE SCPRS NUMBER 2661.3
(May 2005)

The registration number assigned by the SCPRS must be entered on all purchase documents prior to issuing the transaction to the supplier.

Most purchase documents have been revised to accommodate the SCPRS number commonly located in the top right side of the forms. If a purchase document has not been revised to include the SCPRS box, the purchaser must manually record the SCPRS number in the top right side of the form.

REGISTERING RESPONSIBILITIES 2661.4
(No. 3 February 2006)

Registering the purchase document with the SPCRS remains with the Purchaser that completes the transaction. Consequently, responsibility for entering the SPCRS registration number information is as follows:

If the transaction	Then SPCRS registration is the responsibility of the
Is within the purchaser's approved purchasing authority	Purchaser who will: <ul style="list-style-type: none"> Record the assigned registration number onto all the purchase document copies prior to releasing the supplier. Retain a copy of the purchase document with the recorded registration number in the procurement file.
Requires DGS review and approval	Requesting department who will: <ul style="list-style-type: none"> Record the assigned registration number onto all the purchase document copies <u>ONLY AFTER</u> obtaining the required DGS approval and prior to releasing the supplier. Retaining a copy of the purchase document with the recorded registration number in the procurement file. Within CAL FIRE, Business Services will interact with DGS and obtain the registration number.
Is purchased by DGS on behalf of a department	DGS/PD who will: <ul style="list-style-type: none"> Record the assigned registration number onto all the purchase document copies.

CONSEQUENCE OF NOT REPORTING

2661.5

(No. 3 February 2006)

Departments failing to record transactions in the SCPRS registration system will be considered non-compliant with purchasing authority requirements, which may adversely impact the department's purchasing authority. **For this reason, it is very important that purchasers record all required transactions in SCPRS. Business Services Sacramento checks purchase documents for entry into SCPRS. Purchasers not in compliance stand to lose their purchasing privileges**

AMENDMENTS MUST BE REGISTERED

2661.6

(No. 3 February 2006)

Purchase document amendments must be recorded in the SCPRS.

If an original transaction was valued at \$5,000.00 or less and an amendment results in increasing the transaction to over \$5,000.00, both the original transaction and the amendment must be entered in SCPRS.

SCPRS INTERNET SITE

2661.7

(No. 3 February 2006)

[Click here](#) to access the SCPRS web page. [There is a tutorial provided for new users.](#)
[For additional information or questions contact Business Services Sacramento.](#)

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