

**ACCEPTANCE TESTING AND ACCEPTANCE** **2684**  
(May 2005)

**ACCEPTANCE TESTING** **2684.1**  
(May 2005)

**Purchasers** that require additional acceptance criteria over and above what is stated within the State's **General Provisions** (GSPD-401 Commodities) must describe the acceptance criteria in the solicitation and purchase document.

**DOCUMENTING THE CRITERIA** **2684.2**  
(May 2005)

An acceptance testing period may occur over a period of time and that span of time must be documented within the competitive solicitation or LPA RFO to describe how the performance will be measured and how acceptance of the good will be defined and accomplished. The acceptance requirement must also be carried through the purchasing process into the executed purchase document.

**ACKNOWLEDGING SUCCESSFUL ACCEPTANCE TESTING** **2684.3**  
(May 2005)

**Purchasers** shall acknowledge acceptance of goods by issuing a written notice of successful acceptance to the supplier and providing copies of the acceptance letter to receiving staff, Unit Finance and approving official as appropriate. A copy of the acceptance letter must be retained in the procurement file.

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

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