

## APPENDIX C: PRIOR APPROVAL ITEMS

(No. 10 October 2006)

In addition to the list of prohibited items for CAL-Card use, there are many items which require approval by DGS and/or CAL FIRE Sacramento Business Services, CAL FIRE program coordinators or PIA (waiver) **before** purchasing. CAL-Card may not be a practical approach for these purchases. **Written** authorization must be obtained prior to purchase. (Contact your local material manager for further instructions.) **The following items require prior approval. Refer to the appropriate category below to view prior approval items as well as unit office contact and telephone number.**

### Telecommunications –

Telephone Number (916) 653-8961 or 653-6269 / Fax Number (916) 653-4171

- Antenna (Radio, Station, Microwave, Mobile, and Duplexer)
- Microwave Equipment (all kinds)
- Radio Equipment (all kinds)
- Satellite Equipment (all kinds)
- Telecommunication Equipment/System
- Telemetry Equipment (all kinds)

### Mobile Equipment –

Telephone Number (530) 757-2407 ext. 200 / Fax Number (530) 757-6571

- Aviation Support Vehicle
- Boats (all kinds)
- Concrete Mixer
- Generator
- Hoist (all kinds)
- Lifts, Motor or Hydraulic
- Light Bar
- Material Handling Equipment, Powered
- Mobile Equipment (of any kind including: ATV's, riding lawn mowers, trailers, trenchers, snowplows, sweepers, graders, cranes, earth loaders, etc. see PIN Catalog)
- Motor, Outboard Marine
- Pallet Jack
- Pressure Washer
- Pump
- Sirens (all kinds)
- Soil: Tiller, Harrow or Disc.
- Sprayer, Skid or Trailer Mounted
- Table Lift
- Typesetting Equipment
- Vehicle (all kinds)

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### Business Services, FIRM Unit –

Telephone Number (916) 322-5695 / Fax Number (916) 327-0286

- Binding Equipment
- Drilling Machine, Paper (powered)
- Duplicating Machine
- File Cabinet
- Filing Equipment
- Mailing Machine (of any kind including: postage, shipping, scale, letter folding, label printing, collator, jogger, postal software, etc.)
- Microfiche Equipment (Readers, Printers, etc.)
- Paper Cutter (Industrial or Automatic Roll)
- Paper Shredder
- Platemaker
- Printing: Forms, Governor's Budget, and Legislative Bills

### Business Services, Procurement Unit –

Telephone Number (916) 322-5695 / Fax Number (916) 327-0286

- Computer Hardware (PCs, laptops, etc.) other than I.T. Personnel \*
- Computer Software (Programs, Upgrades, etc.) other than I.T. Personnel\*
- Modular Furniture
- Offset Press
- Photocopier (Category 4 and up)
- Screen, Acoustical
- Truck Lift (all kinds)

\*Must also contact : Information Technology, Administrative Services<sup>1</sup> –  
Telephone Number (916) 324-3385 / (916) 324-3374

### Law Enforcement –

Telephone Number (916) 653-0021 or (916) 653-5708 or (916) 653-5968 /  
Fax Number (916) 653-9954

- Firearms, see below under Weapons/Firearms
- Guns, see below under Weapons/Firearms
- Weapons/Firearms, i.e., revolvers, pistols, semiautomatic handguns, machine pistols, revolvers and derringers. Rifles, i.e., long guns, shoulder guns, shotguns, bolt action rifles, machine guns, pump action rifles and shotguns, lever action shotguns and rifles, and automatic and semiautomatic assault rifles. **CONTACT LAW ENFORCEMENT FOR APPROVAL TO PURCHASE.**

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<sup>1</sup> Please note: There are many items related to Information Technology for which prior approval is not required; a partial list is found on the last page of this Appendix.

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### **PIA PRIOR APPROVAL: YOU MUST OBTAIN A PIA (Prison Industry Authority) WAIVER FOR ANY/ALL PRODUCTS THAT PIA MANUFACTURERS.**

All state agencies and departments will first consider if its needs can be met by the Prison Industry Authority (PIA) commodities and/or services. Departments may be granted waivers by PIA to procure products from other sources if the product requested is not made by PIA or if PIA cannot make the items for economical or technical reasons.

Departments must justify the item as essential in fulfilling the requestor's mission or service to the public. Departments seeking waivers must complete a PIA Waiver Request. This form is available through the PIA web site at [www.pia.ca.gov](http://www.pia.ca.gov) or by contacting the PIA Sales Branch at (916) 358-2733. Departments are mandated by California Penal Code 2807 to purchase from and consult with PIA to develop new products and adapt existing products to meet their needs. They shall consult with PIA for commodities and services, or like commodities and services, even though not specified in the PIA catalog.

P.I.A. produces over 1 ,800 different goods and services including: optical, furniture, clothing, food products, shoes, printing services, signs, binders, gloves, license plates, cell equipment, and much more.

### **INCIDENT EXPENSES:**

Use of the CAL-Card for incident purchases, e.g., rental car and fuel purchases, where **NORMAL** State of California program payment tools exist, are not acceptable. **If the vendor doesn't accept the Voyager card, the blue DGS card or a purchase order, you must obtain prior approval before using CAL-Card to make purchases of this nature. Contact the Business Services Office at (916) 322-5695 to obtain approval.**

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### INFORMATION TECHNOLOGY RELATED PURCHASES:

The following items **do not** require prior approval, but can be purchased through the normal commodity purchasing procedures, i.e., Office Max, etc.

- Batteries
- Data Tapes
- Floppy Disks
- CDR or CDRW CD-ROM's
- Jaz Disks
- Monitor Glare Filters/Protectors
- Monitor Stands
- Mouse Pads
- Notebook/Laptop Carrying Cases
- Printer Ink Cartridges/Printer Toner Cartridges
- Sheet feeder trays
- Printer Labels
- Training Books (Software and Hardware)
- Wrist Pads
- Zip Disks

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