TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)

RE: State Contract and Procurement Registration System (SCPRS) Exemption Policy

Unless the Department of General Services grants a specific exemption pursuant to Management Memo 03-09, all State departments are required to enter acquisition information into the Internet based State Contract and Procurement Registration System (SCPRS) for purchases and contracts over $5,000. This pertains to acquisitions of goods and services (both information technology and non-information technology) and all other contracts. This includes grants, subvention contracts, public works, and architectural and engineering services contracts. It is acceptable and departments are encouraged to also enter information for lower dollar-value transactions.

SCPRS (and additional information regarding SCPRS), including requests to exempt contract data from SCPRS is available at the following link:

- Cal eProcure

For questions regarding the SCPRS program, please contact:

  eProcurement Administrator  
  (916) 375-2000  
  eprocure@dgs.ca.gov