



**Department of General Services  
Procurement Division**

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

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

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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

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