



**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) Requirement
and a Purchasing Authority Application (PAA) Revision, Part E**

Departments are reminded, per State Contracting Manual (SCM) Vol. 2, Chapter 8, Topic 1, and SCM Vol. 3, Chapter 7, Topic 1, of the requirement to enter information via SCPRS. The SCM links are accessible below for your reference. In addition, the PAA – Part E (SCM, Vol. 2, Chapter 13) has been updated for departments to attest to this requirement.

<https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Policy-Training-and-Customer-Service/Purchasing-Authority-Unit>

<http://www.documents.dgs.ca.gov/pd/poliproc/Chapter07PurchaseDocs1-2007.doc>

A user ID and password are required to access the SCPRS database. Designated employees should consult with their internal eProcurement administrator to obtain the required login information.

Comments or questions regarding this broadcast should be directed to the following email address:

Purchasing Authority Management Section
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