



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

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**Bulletin #: P-07-17**

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

**RE: Reporting Acquisitions of Goods and Services in the State Contracting and  
Procurement Registration System**

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The purpose of this MM is to modify policy published in MM 15-02 pertaining specifically to state agencies that are not transacting in FI\$Cal as follows:

Effective July 1, 2016, Department of General Services (DGS) issued Management Memo (MM 16-03) as a requirement to report all acquisitions of goods and services, regardless of dollar amount in FI\$Cal State Contracting Procurement Registration System (SCPRS). Irrespective of "Go Live" dates.

- It is critical that all acquisitions are entered into the system as required. This is an essential part of contracting and purchasing duties and in keeping with Executive Order B-12-11. Adherence to the SCPRS reporting requirement is, where applicable, also necessary for state agencies to receive and maintain delegated purchasing authority and current contract review/approval exemption levels from DGS and will be subject to DGS reviews and audits.

The eProcurement team will be following up with departments to ensure all SCPRS entries are reported and in compliance with MM 16-03 and Executive Order B-12-11.

Executive Order B-12-11 is available at the following [link](#).

For questions regarding this notification, please contact:

eProcurement Unit  
Monday through Friday from 8 a.m. - 5 p.m.  
916-375-2000  
[eprocare@dgs.ca.gov](mailto:eprocare@dgs.ca.gov)