



**Department of General Services
Procurement Division**

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

RE: Developing Custom Procurement Functionality within FI\$Cal

The purpose of this Broadcast Bulletin is to inform state agencies and interested parties of changes to Procurement Divisions position on developing custom procurement functionality within FI\$Cal as stated in Broadcast Bulletin F-01-17.

As outlined in the Governor's Budget Summary 2021-22, under Digital Transformation and Results-Oriented Government ([Pg. 187](#)), DGS is tasked with finding innovative ways to adapt and deliver core government functions online while improving business process and consumer interactions.

In effort to support the Governor's call to action, Procurement Division is updating its position on developing custom procurement functionality within FI\$Cal to encourage further IT efficiencies by the following:

- Any requests to use or develop uploads into the FI\$Cal PO module, or any Procurement related modules, Departments are required to follow the guidelines for advanced approval outlined in Department of Finance (DOF) Budget Letter [BL 19-33](#).
- To gain access to FI\$Cal procurement functionality established in support of other external business processes, Departments are required to have both California Department of Technology (CDT), and the FI\$Cal Department approval/agreement to repurpose those for their use.
- Departments are required to maintain copies of all the appropriate approval and agreements for development or use of custom FI\$Cal procurement functionality.

The requirements set forth in this broadcast bulletin supersede BB F-01-17.

For any questions regarding this notification please contact:

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