



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE

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## APPENDIX 1 KEYS TO FACILITATE EFFICIENT PURCHASING

- **Plan Ahead:** Try to anticipate needs as far in advance as possible and submit PR's in time to allow for order processing and shipment. If there is a question about delivery time for a specific item, the requester should contact the HQ Purchasing Office.
- **Adequate Description:** The requester should be as complete as possible in describing what is wanted; when it is needed; where it is to be delivered; and why it is needed, beneficial to the Agency in the comment section of the PR. For Blanket and Term PO's, the previous PO number should be included when an item is being reordered.
- **Review Purchase Order:** When a PO is issued, the requester is notified. Immediately after receipt of this document, the requester should review the PO and compare it with the PR to ensure it is correct. If a discrepancy is noticed, the requester should contact the HQ Purchasing Office. If the PO fails to deliver due to a system issue, the requester should contact the vendor immediately.
- **Justification Statements:** Specify your reasons for not purchasing items from Pride or Respect as required under F.S. 946.515(2) and F.S. 413.036(4) in the comment section of your PR.
- **CMBE/MBE Exceptions:** If a CMBE/MBE vendor is not chosen, the requester must provide justification in the comment section as to why one was not selected.
- **Inspect Shipment:** When the order is received, the requester should ensure that it matches what was specified on the DO. The Receiving Report should be approved only after the requester has verified that the shipment follows the description and quantity listed on the PO. Only receive on the items that you received.
- **Changing Purchase Orders:** The original **start date must never be changed**. All change orders shall include justification specifying why a change is necessary and what the changes are in the comment section of the PR.
- **Member recognition:** Recognition items cannot be purchased unless they are linked to specific statutory authorization and are not on the DFS Prohibited list.
- **Promotional Items:** Advertising or items for distribution that contain advertising which are intended to promote name recognition and public awareness of the agency, its mission or programs. Promotional items cannot be purchased unless they are linked to specific statutory authorization.
- **Cancellations:** All PO cancellations must be requested in writing via email to the MFMP Administrator in the HQ Purchasing Office.
- **Signage:** All signs shall be in accordance with the Americans with Disabilities Act (ADA)