

**OFFICE OF SCIENCE
STANDARD OPERATING PROCEDURES (SOP)
FOR
REQUISITIONS**

The following practices and procedures, as set forth by the Office of Science (SC), are effective October 1, 2002.

Purpose: The purpose of this SOP is to provide guidance for the purchase or acquisition of goods or services.

DOE Form 4250.2, REQUISITION FOR SUPPLIES, EQUIPMENT, OR SERVICE is used for the purchase or acquisition of goods and services. As appropriate, list the name, description, item or stock number, and quantity of the goods or service that are being requested. Assign a requisition number at the designated area at the top of the form (Req. No.) such as "OBER #1" or "02-OBER -1" etc. Please maintain a record of your requisition numbers and purpose in order to substantiate your purchases. Sign the requisition and forward to the following as appropriate:

1. **TELEPHONE SERVICES** (telephones, voice mail, telephone line transfers, LAN lines, headsets, etc.). Contact: Judy Saylor/Diane McDonough, IM-41, 3-4999/3-2711 (Note: IM prefers electronic requests.) All phones with caller ID features must have a justification and approval of the appropriate AD/OD. For telephone requests that require funding, please request a price quote. Once you have received the price quote from IM, enter the funding information below and forward that email to Myrna Vallette, SC-62, for verification of funding availability and approval to purchase. In her absence, submit requests to Brenda Swain, SC-624. Your request will be returned to you for processing via email.

Fund Type: WA
Fin Plan: EH
B&R: KX0101204
Object Class: 31
Allotment Symbol: CR3291
Appropriation Symbol: 89X0222.91
Amount: _____

2. **SUPPLIES OR EQUIPMENT** * (things not readily available in the supply store or Warehouse). Submit requisitions (prefer electronic) to Myrna Vallette, SC-62, for verification of funding availability and approval to purchase **single-item purchases exceeding \$250 only**. In her absence, submit requisitions to Brenda Swain, SC-624. Include your 10-digit Organization Code on your requisition for these items. The requisition will be returned to you for processing.

- A. **RUBBER STAMPS, WHITE BOARDS, TYPEWRITERS, CALCULATORS, SPECIAL ORDER INK CARTRIDGES, ETC.** Contact: Eric Campbell or Helen "Cindy" Taylor at "PAPER CLIPS, Inc.", (301) 515-9109 (Note: Include your badge number on your requisition for these items.)

- B. **OFFICE FURNITURE** (tables, filing cabinets, chairs, desks, coat racks, etc.). Contact: Jim Hoffman, ME-413, 3-6492.

When purchasing office furniture, enter the following funding information on your requisition:

Fund Type: WA
Fin Plan: EH
B&R: KX0101204
Object Class: 31
Allotment Symbol: CR3291
Appropriation Symbol: 89X0222.91
Amount: _____

Submit requisitions (prefer electronic) to Myrna Vallette, SC-62, for verification of funding availability and approval to purchase. In her absence, submit requisitions to Brenda Swain, SC-624. Your requisition will be returned to you for processing.

- C. **MOVING FURNITURE** * or heavy objects, carpet installation or shampoo, or floor cleaning: Contact: Jimmy Hoffman, ME-413, 3-6493. Include your 10-digit Organization Code on your requisition. Verification of funding availability and approval by SC-62 is not necessary. If move includes staff be sure to contact the Human and Administrative Resources office to address personnel and collective bargaining unit/union issues.
3. **SERVICES** (Electrical, Carpentry, Painting and Ventilation): Contact: Ken Grossnickle, ME-411.2, 3-7050. Include your 10-digit Organization Code on your requisition for these services. Verification of funding availability and approval by SC-62 is not necessary.
- A. **ELECTRICAL** (ceiling light bulb replacements, addition or removal of electrical outlets, etc.)
- B. **CARPENTRY** (door locks, obtain keys for doors or cabinets, installation or removal of pictures or shelves, door signs, name plates, wall moves, etc.)
- C. **PAINTING** (to patch up, touch up, or re-paint walls due to office moves, etc.)
- D. **VENTILATION** (heating or cooling adjustments, air quality concerns, etc.)

* To request moving office to transfer or remove furniture or heavy objects; when turning in old furniture when replacement furniture is ordered; or when returning equipment such as typewriters, calculators, etc., complete and submit a Property Transfer Form, HQ F1400.18.

Sample requisitions are attached.

If you have any questions, please contact the designated personnel above.

03/20/2003