

Chapter 400: The Requisition for Purchase Order

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401 A Summary of the Requisition for Purchase Order

The Requisition for Purchase Order (see Exhibit 400-1) is the most frequently used method of procurement. Most Requisitions are used to request equipment or supplies. All Requisitions are paid for by a single check from the Controller. This means that the only types of services ordered on Requisitions are: one-time services, such as a service call on equipment; or on-going services which are paid for once, such as a year's equipment maintenance contract, paid for at the beginning of the term. Other types of services, which involved multiple payments, use other forms. For example, professional services are requested via a Contract Order. On-going equipment maintenance, using periodic payments, is usually requested via a TPA.

If a department needs something, the first step should be determining whether the item is available on a Term Contract. If it is, the department should list the Term Contract vendor as the Recommended Vendor on the Requisition. See Appendix A for more information.

The Requisition initiates action by Purchasing to purchase the supplies or equipment from a vendor who is capable of filling the order at the best available price in a timely manner. After Purchasing creates the Purchase Order, the requestor is notified by the Advance Copy of the P.O. (Exhibit 400-8). After the Controller certifies the availability of user department funds, a Purchase Order is issued to the selected vendor. When the items have been delivered, the user department forwards the Material Received Report (MRR), which is an overlay copy of the Purchase Order (Exhibit 400-10), and the invoice to the Controller.

To summarize, the Requisition is:

- a. A document which requests Purchasing to enter into a contract. It is not the actual contract.
- b. Generally used to order equipment or supplies, as opposed to personal services.
- c. Generally used to purchase goods as opposed to leasing or renting them. Leases and rentals typically require multiple payments.
- d. Used for one-time purchases.
- e. Paid for one time only by a Controller's check.

402 Specific Types of Purchases

A. Compliance with the City's VDT Ordinance

Certain products, when used under certain conditions, must comply with the City's Video Display Terminal Ordinance. Examples include: chairs, computer monitors and keyboards. For those products, Purchasing assumes that their use comes within the purview of the VDT Ordinance, unless the department informs Purchasing to the contrary.

Consult Purchasing Directive 93-11 for more information.

B. Electrical Products

1. Background: What the S.F. Electrical Code Requires

The San Francisco Electrical Code requires businesses in San Francisco to sell, and customers in San Francisco to use, only electrical products which have been tested by an approved

testing laboratory. If a product has not been tested, the seller or user must receive approval from the Department of Public Works for the purchase.

For more information, consult Articles 89-6 and 90-71 of the Electrical Code.

2. Verification of Compliance

Departments must verify that an electrical item complies with the Code's testing and labelling requirements, but need not do so before submitting an RPO to Purchasing. This verification may be done before the item is ordered or after it arrives. Also, departments should not submit the following form to Purchasing: "Verification that Requested Electrical Product Bears Testing Label or Is Being Tested by Approved Laboratory" (form P-315; Exhibit 400-6). If an electrical item does bear a testing label from an approved laboratory, a department need do nothing beyond verifying the presence of the label. No documentation is needed. (In Exhibit 400-6, the form has a check-off box indicating the electrical product has a laboratory label. This box is a holdover from a previous procedure where the department had to document the presence of a label, and the box can be ignored.)

But if the product has no label, a department must document the approval received from Public Works. The documentation could be on the P-315 or the department's letterhead, and must be kept in the department's files as long as the item remains the department's property.

3. Vendor's Responsibilities

The Purchase Order's Terms and Conditions have been revised to:

- Remind vendors of their responsibilities under the Electrical Code. Vendors have always been responsible for following the Code, whether or not the P.O. mentions it specifically.
- Impose a new requirement (not part of the Code) that vendors specifically notify the requesting department if an electrical item does not bear a testing label from a laboratory approved by Public Works.
- Notify vendors that for non-tested items the department will seek Public Works' approval, and that if Public Works does not approve the purchase, the City may cancel the transaction and return the item to the vendor, all at no charge and without further liability to the City.

4. If Approval is not Granted

If for whatever reason Public Works does not grant approval for the purchase, the department should return the item to the vendor at no charge, notify the vendor that the transaction has been cancelled, and not approve the invoice for payment. The department should call the vendor first, inform the vendor that the purchase is being cancelled in accordance with the Terms and Conditions on the Purchase Order, and obtain a Return Authorization Number for the return shipment.

5. Transfer or Sale of a Specifically Approved Item

If the department transfers an electrical item approved by Public Works to another City department or to Purchasing's Central Warehouse for sale as surplus, the department must affix a copy of the P-315 or other documentation of Public Works' approval to the item.

6. Rescission of Purchasing Directive 94-12

This ¶402B incorporates the information in Purchasing Directive 94-12 into the body of the Guide, and so the Directive is rescinded as of this update.

C. Chemicals, Hazardous Materials

Departments should consult with their respective health and safety offices before ordering any chemical products, including anything containing heavy metals, or anything which is either hazardous when it arrives in the City or generates hazardous waste later. Examples of these broad categories include: pesticides, welding rods, bulk lead, and any products which requires a Material Safety Data Sheet (MSDS). The separate offices may have their own procedures for screening and approving such purchases, or for recording them, or both. The City's health and safety offices are:

- Airport: Environmental Control
- Port: Environment and Safety
- Public Health: Central Office: Occupational Health and Safety
Laguna Honda: Industrial Hygiene, Toxicology and Biosafety Services
SFGH: Department of Environmental Health and Safety
- PUC: Office of Health and Safety
- Public Works: Environmental Health and Safety
- Recreation and Park: Industrial Hygienist

D. Purchases which should be Made on Direct Payment Vouchers

There are a variety of purchases which should be handled on Direct Payment Vouchers instead of Requisitions. They are listed in Purchasing Directive 92-9, and summarized below. For more information, see the Directive or, if the Directive has been rescinded, Chapter 300. The purchases are:

- Travel and training expenses and reimbursements.
- Conference and registration fees.
- Employee-related expenses.
- Subscriptions.
- Memberships in organizations.
- Postage.

403 Preparing and Distributing the Requisition

A. When to Use Separate Requisitions

Separate requisitions should be submitted when:

- a. Some of the items needed are covered under the provisions of a Term Contract, while other items are not.
- b. The items are covered by more than one Term Contract.
- c. The items are unlike commodities. For example, janitorial supplies should not be ordered with automotive parts.
- d. The items have different sub-objects or index codes. For example, an order for equipment (index code 22__) should not also include a request for a maintenance agreement (services are index code 12__). The maintenance agreement should be handled separately.

B. How to Complete the Requisition

The requisition is a four-part carbon form, described in Table 1 at the top of the next page. The requesting department submits the original of the Requisition (top ply, white), approved by the department head or designee, to Purchasing. Purchasing uses an overlay process to convert the requisition into a quotation form and, subsequently, a Purchase Order.

Table 1

Organization of the Requisition for Purchase Order (Form 9101-16)

<u>Ply</u>	<u>Color</u>	<u>Title; Disposition</u>
1	White	Purchasing Original Requisition Copy; sent to Purchasing
2	Pink	Controller Pre-encumbrance Copy; sent to Controller, if the department is using pre-encumbrances
3	Yellow	Department Copy; for department's records
4	Yellow	Department Copy; for department's records

Every area of the form is numbered. The areas are filled in as follows:

1. Title Area

No information is added here.

2. Bid No., Date Due

For Bid No., enter a contract number if the requested items are covered by a Term Contract, or else leave blank if the requested items are not covered by a Term Contract. See Appendix A, "Term Contracts," for a list of the City's Term Contracts and a general description of the items they contain.

For Date Due, leave blank--Purchasing will put an entry into this area.

3. Req/P.O No.

The Requisition Number is a six-digit number, in the format nn-nnnn. The first two digits are the requesting department's department number, and the last four digits are a pre-printed sequential number. Some department codes are pre-printed, and some are not. If your department's code does not appear, please add it to the left of the hyphen.

Purchasing assigns a random final digit to the requisition number to create a seven-digit Purchase Order number after the vendor has been selected. Thus, the evolution of the RPO/PO number for department 15 would be:

Pre-printed requisition number: ___-1234

Department adds its code: 15-1234

Purchasing assigns final digit 15-12345
to create PO number.

4. Deliver To

Enter the location where the items will be delivered. Include the floor and room number if an office delivery is required. If the user department has a storeroom, delivery is generally made to the storeroom.

5. Department Name

Enter the requesting department's name. (The number becomes part of the requisition number in Area 3.)

6. Originated By, Tel. No.

Enter the name, the department unit and telephone number of the requestor. This person should be knowledgeable about the requisition because this person will be Purchasing's and the vendor's contact should questions arise.

7. Dept./Div./Sec.

If the requisition is from a department's division, section, bureau, etc., that sub-part's name is entered here.

8. Fund Group/Fund

Enter the number provided by the Controller's instructions in the Departmental Accounting System Manual.

9. Fiscal Period

For requisitions submitted late in the fiscal year, enter the fiscal year applicable to the purchase.

10. Certification No.

This area is used by Purchasing.

11. Req. Date

Enter the date you typed the requisition.

12. Dept. Control No.

The department may use this area for any internal numbering system used to monitor requisitions. It is for the department's internal use only. Purchasing does not enter this number into its tracking system. If a department needs to consult Purchasing about the status of a requisition, the department must refer only to the Req./PO number in Box 3.

13. Dept. Account No.

Enter the account to be charged for the purchase.

14. Refer Questions To:

Leave blank. Purchasing enters the name and telephone number of the buyer to whom the requisition is assigned.

15. Item No.

If the item is covered under a Term Contract, enter the Term Contract item number. Otherwise, number the items sequentially (1, 2, 3, etc.). See Appendix A for more information on Term Contracts.

16. Quantity/Unit

Enter the quantity of each item and designate the unit in which it is to be purchased. Use an abbreviation for the unit. See Exhibit 400-11 for the unit designation list.

17. Commodity Code No., Equip. Budget No.

Purchasing uses the Commodity Code area. If equipment is being requested, enter the Equipment Budget Number which was assigned to the item during the budget process. If equipment was designated as "replacement" equipment in the budget process, indicate "Y"; if designated "new," indicate "Z."

18. Description

Enter a description of each item. If the item is covered by a Term Contract, use the description the Term Contract uses. Otherwise, use a generic name, followed by a brief description, and ending with a brand name and part or model number.

Indicate the items per unit if you are requesting other than a single unit. For example, if you need 12 widgets and they are sold in crates of 12, indicate "1 box widgets, 12/box."

Add the phrase "furnish, deliver and install" if the equipment should be uncrated and installed.

19-21: These areas are used by the Vendor.

22-23: These areas are used by the Controller.

24-29: These areas are used by the Vendor.

30-42: These areas are used by the Controller, except Box 36, which is used by Purchasing.

43. Est. of Cost

Enter the estimated cost of the total order (including tax and delivery), unless all items are covered by a term contract, in which case leave blank.

44. Special Requirements or Instructions--Previous P.O. No. or Bid No., or Recommended Vendor

Any special information goes here, such as previous purchase order numbers, previous bid numbers, or recommended vendor. A recommended vendor should be listed for all non-Term Contract requisitions.

45. Delivery Date Requested

Enter the date you need the order delivered. Please be realistic, and do not use "ASAP," or the like.

46. Dept'l Pre-Audit

For the requesting department's use.

47. Signature Area

The responsible department official signs the requisition in this area. The person's signature card must be on file with Purchasing and the Controller.

48. For Central Purchasing Dept. Use Only

This area is used by Purchasing.

49. (No Title)

This area is used by the Vendor, unless you are ordering Term Contract items, in which case please enter the name and address of the Term Contract vendor. See Exhibit 400-1.

See Exhibits 400-1 and 400-4 for examples of completed RPOs for Term Contract items and for items not on a Term Contract, and see Exhibit 400-3 for an example of a Term Contract award notice, which informs departments of the items awarded to a particular vendor.

404 Common Problems with the Requisition

Difficulties sometimes arise in placing an order. Purchasing tries to call the requestor to review the problem, because problems can often be resolved quickly by phone. If Purchasing cannot reach the requestor, Purchasing may have to return the requisition so that the requestor will be aware of the problem.

When returning a requisition, Purchasing uses a "Requisition Information/Action Request" (form P-310; Exhibit 400-5). The most common situations which result in a requisition being returned are:

1. The requisition was not signed.
2. A single order has been split into two requisitions in an effort to avoid bidding.
3. The requestor prepared separate requisitions instead of using the Addendum (see Exhibit 400-2).
4. Items on a Term Contract have been combined with items not on a Term Contract.
5. Items on a Term Contract with one vendor are combined with items on a Term Contract with another vendor.
6. Unlike commodities have been combined on the same requisition.
7. An incomplete description of the items to be ordered (for example, there is no manufacturer's name, brand name or catalog number; some options, such as color, are not specified).
8. No manufacturer's literature is attached.
9. Incomplete accounting information.
10. No "Equipment Requisition Attachment," form P-356, attached (see Exhibit 800-2).
11. The equipment's budget number is missing.
12. The requisition does not contain a reference as to whether the equipment is new or for replacement (see ¶403.B(17) above and ¶802.A in Chapter 800).
13. No sample is attached for specially designed items (e.g., badges, decals, clothing).
14. Incomplete delivery instructions for heavy or bulky items. Purchasing and bidders need to know if: there is a receiving dock; the delivery point is up two flights of stairs; there is elevator access.
15. The requisition was submitted too close to the end of the fiscal year to be processed before the end of the year.

405 Competitive Bidding

A. Bidding Procedures

1. Types of Bids

How Purchasing solicits bids depends on the urgency of the need and the estimated amount of the purchase.

a. Over \$50,000

Purchases over \$50,000 must be advertised in the City's official newspaper, in accordance with §21.6 of the Administrative Code. Purchasing assigns a three-digit number to bids in this range, and written bids are submitted. Purchasing uses Contract Proposal forms for the bids.

b. Under \$50,000 but above \$5,000

Purchases in this range do not need to be advertised. They are assigned four-digit bid numbers, and written bids are submitted. Purchasing uses a single-page Quotation form for the bids.

c. Under \$5,000

For purchases in this range, Purchasing may solicit bids by telephone or by using a one-page Quotation form. Purchasing tries to solicit three bids when practical.

d. Emergencies

If a purchase is an emergency as defined in §21.25 of the Admin. Code, or is simply an urgent order, Purchasing handles the bidding expeditiously. Bids would probably be solicited by telephone. Emergency orders over \$50,000 do not need to be advertised.

2. Bid Newsletter

Purchasing publishes a weekly newsletter of most bids managed by Purchasing, plus other transactions handled by other departments and agencies. The newsletter is entitled "Bid and Contract Opportunities."

B. Rejecting Bids

Purchasing may reject any and all bids with the concurrence of the Chief Administrative Officer (§21.8).

C. Bid Evaluation and Requesting Department's Role

Upon receiving bids from prospective vendors, Purchasing evaluates each bid to determine if the bidder has complied with the bid conditions and specifications. If the low bidder's proposed specifications (e.g., brand) do not match those of the bid and there is a question as to equivalency or comparability with the brand specified, Purchasing seeks the requestor's assistance in bid evaluation by sending the "Bid Review and Recommendation Request," form P-320 (see Exhibit 400-7), to the requestor with other bid materials. If the department believes the low bid is not acceptable, the requestor completes the form, documenting the reasons (facts as opposed to opinions) why the low bid is not acceptable. The form is then returned to Purchasing.

D. Items not Required to be Competitively Bid

Purchasing reviews all items on the Requisition to determine if bidding is required. All goods and services require bidding unless: (a) the item is excluded from bidding by the Administrative Code; and (b) Purchasing determines that the item shall not be bid. The Administrative Code notes the following categories of purchases:

1. Items covered under the conditions of a Term Contract (§21.10). The bidding already occurred as part of awarding the initial Term Contract, so the bidding requirement has been fulfilled for later purchases of items on the Contract.
2. Items with a total price of \$5,000 or less (§21.18a). Purchasing may establish lower limits for requiring bidding, and Purchasing's general policy is to solicit bids for orders of \$2,500 or more.
3. Certain perishable foods (§21.18b).
4. Items Purchasing has determined to be proprietary (§21.18c).
5. Items Purchasing has determined to be available from no other source (§21.18d).
6. Items which can be procured by a contract awarded by the State of California (§21.46). California has conducted the bidding.
7. Items procured through reciprocal buying agreements with other public agencies in the State of California (§21.53).

407 Creation and Distribution of the Purchase Order

The paragraphs below correspond to the steps (A through E) noted in Table 2 at the top of the next page.

A. Purchasing: Creation of the Purchase Order

Once Purchasing has established a price for the items, the Requisition is transformed into a Purchase Order (see Exhibit 400-10), and given a seven-digit Purchase Order Number (see ¶403.B.3). The Purchase Order is a 6-part form, described in Table 2 above.

The Purchase Order is generated by photocopying the requisition through an overlay. Using this process makes it important for departments to complete requisitions correctly and completely.

After the Purchase Order is created, Purchasing sends plies 5 and 6 to the Controller. Purchasing retains the other plies, except Purchasing sends the Advance Copy (ply 2, Exhibit 400-8) to the department. The Advance Copy provides the department a final opportunity to review the order, correct any mistakes, etc.

B. Controller: Encumbrance of Funds

The Controller reviews the Purchase Order's accounting information for conformance with City standards, including whether equipment has budget approval and whether there are sufficient funds available in the designated account for the purchase. If the transaction is in order, the Controller certifies the availability of funds through an encumbrance, indicates this approval on the two Plies of the order, and returns Ply 6 to Purchasing, retaining Ply 5 (Controller).

Table 2

Organization, Preparation and Distribution of the Purchase Order

		<u>Steps in Creating a Purchase Order, and How the Form Is Distributed</u>					
<u>Ply</u>	<u>Title</u>	<u>Color</u>	<u>A</u> <u>Purchasing:</u> <u>Creation</u> <u>of the P.O.</u>	<u>B</u> <u>Controller:</u> <u>Encumbrance</u> <u>of Funds</u>	<u>C</u> <u>Purchasing:</u> <u>Placing</u> <u>the Order</u>	<u>D</u> <u>Department:</u> <u>Receiving</u> <u>the Order</u> <u>and Invoice</u>	<u>E</u> <u>Controller:</u> <u>Paying</u> <u>the Invoice</u>
1	Purchasing	Green	retained				
2	Advance Copy	Goldenrod	to Department				
3	MRR	Yellow			→	→	retained
4	Requisitioning Dept. (File)	White			→	retained	
5	Controller	Blue	→	retained			
6	Vendor's Copy	White	→	→	to Vendor		

C. Purchasing: Placing the Order

At the upper right of Plies 1, 3, 4 and 6, Purchasing stamps the date the approved order was received from the Controller. Purchasing then retains Ply 1, sends Ply 6 to the vendor (Exhibit 400-9), and sends the MRR and Ply 4 to the department.

D. Department: Receiving the Order and Invoice

After the department receives the order and invoice, it processes the invoice and MRR as described in Section 407 below.

E. Controller: Paying the Invoice

After the department reviews and approves the invoice and MRR and submits them to the Controller, the Controller reviews the documents and, if everything is in order, prepares a check and mails it to the vendor.

407 The Material Received Report (MRR): Approving the Invoice

A. Vendor Sends Invoice to Department

The vendor copy of the Purchase Order instructs vendors to make delivery to the location designated by the department and to send the invoice to the department. The address the invoice is sent to is the invoice address the department asked Purchasing to include in purchase orders for this purpose. It may differ from the "Deliver To" address.

Once the order has been delivered in full, the department compares the purchase order, packing slip, the Material Received Report (MRR), and invoice, and proceeds as indicated in this section. The MRR is the document the department uses to officially approve the invoice and to recommend to the Controller that the invoice be paid.

B. How to Complete the MRR

The department completes the following areas of the MRR. Because Purchasing no longer processes MRRs, some information previously provided by Purchasing is now provided by departments. The areas themselves are not numbered on the form. A sample MRR appears as Exhibit 400-10.

1. Date Received

Enter the date the complete shipment was received.

2. Received By

Have the person who verified that the shipment was complete sign here.

3. Dept Head

Have the department head or designee sign here to approve payment of the invoice.

4. Pay \$.....

This line is in the box formerly completed by Purchasing. Enter the amount you want the Controller to pay. This is usually the total invoice amount, but can differ depending on circumstances such as those noted in C below and in Section 408, "Delivery Problems."

C. Reviewing the Invoice

The department reviews the invoice and related documents as follows:

1. Make sure that the purchase order number and vendor name are the same on the P.O., MRR and invoice. The address may be different, because a vendor may have the invoice mailed from, or the City's check mailed to, an address different from the one on the purchase order.

If a different vendor has sent the invoice, or if the invoice asked the City's to be made payable to a vendor other than the one on the P.O., then the department must obtain a Letter of Assignment from the original vendor. The Letter of Assignment will ask the City to pay a different vendor.

2. Check the quantities on the packing slips or delivery tags, and compare them against the quantity ordered as indicated on the MRR. If you received more than you ordered, see ¶408.D, "Overshipment." If you received less, see ¶408.E, "Short Shipment."
3. Check the unit or lot price on the invoice against the MRR. The P.O. price, which appears on the MRR, and the invoice price should match. If there is a discrepancy, call the vendor to try to resolve the problem. If the problem cannot be resolved, call Purchasing.
4. Check the sales tax computed on the invoice. Verify the correct sales tax rate, depending on the county where the items were delivered. If there are taxable and non-taxable amounts on the P.O., check that tax was applied only to the taxable items.

To make any corrections to the sales tax, make a notation on the MRR and the invoice similar to the following: "Sales tax has been reduced. Total taxable items should be \$_____, with sales tax of \$_____. Total invoice amount \$_____." On the invoice, line out the wrong amounts and write in the correct ones, including the correct total.

For more information on sales tax, see Chapter 1000, ¶1010.C.28.

5. Check the delivery terms. Most Purchase Orders specify "F.O.B. Destination." which means that the vendor pays the delivery charges. They may have been factored into the price of the items. If shipping charges appear on the invoice, line them out, write "F.O.B. Destination" by the line out amount, and change the invoice total. If you receive a separate freight bill later from the carrier, return it to the carrier with a copy of the purchase order and circle the purchase order's "F.O.B. Destination" marking.
6. If the Purchase Order indicates "F.O.B. Shipping Point," this means that the City will pay the freight charges. This is unusual for City procurement. To flag that shipping charges are approved, write on the MRR something similar to "Freight Charges \$_____."

D. Prompt Payment Discount

Departments must be aware of any prompt payment discount offered by a vendor. The prompt payment terms appear on the purchase order, and vendors put them on their invoices. Departments should process the MRR and invoices quickly so that the Controller can pay the invoice within the discount period. **If the discount is significant**, please highlight the transaction and the discount when you send the MRR and invoices to the Controller. The discount represents money **your department** will be saving.

E. Prompt Payment and the MBE/WBE/LBE Ordinance

The MBE/WBE/LBE Ordinance establishes a policy for paying invoices from MBE/WBE/LBEs promptly. It is to the City's advantage to pay **all** invoices in a timely manner, but the City has made an additional commitment for MBE/WBE/LBEs.

F. Credit Memos

A credit memo is a credit issued by a vendor against the City's account, and takes the place of a refund check. The credit itself would be used by the City against a subsequent purchase from the vendor. Credit memos are easier to process than checks, for both the City and vendors.

If a vendor will issue you a credit memo, ask for three copies, just like invoices.

A vendor could issue a credit memo in the following situations:

- An item the City had accepted and paid for was later found to be defective.
- There was a mistake on the vendor's invoice, and the vendor preferred to issue the credit memo to be processed with the invoice rather than having the City simply correct the invoice. The City's check would still be for the lower amount.

If you receive a credit memo and have not yet processed the MRR and invoice associated with the credit memo, make the necessary corrections on the invoice and then send the credit memo, MRR and invoice to the Controller.

If you receive a credit memo after the original transaction is completed, the preferred course is to apply the credit memo to a future purchase from that vendor. When the next invoice arrives, if the invoice makes no reference to the credit memo, correct the invoice and send the credit memo with the MRR and invoice to the Controller. If the invoice refers to the credit memo, so that the invoice amount does not need to be adjusted, do not send the credit memo to the Controller when you send the MRR and invoice. If you do not do business regularly with a vendor, you should request a refund instead of a credit memo. When you receive the check, deposit it with the Treasurer under the same index code and sub-object shown on the original P.O. If you have any procedural questions, call your department's fund accountant.

G. Proof of Delivery; Lost Shipments

If a vendor is invoicing you for a shipment which, as far as you know, your department has not received, ask the vendor to provide a Proof of Delivery (POD). The POD is a document signed by the person who received the shipment, giving the carrier documentation that the shipment was received. If the vendor cannot furnish a POD, then the vendor will probably acknowledge that the shipment was lost and replace it. If the vendor can furnish a POD, then the vendor is justified in believing the City has received the order. You should examine the POD to determine who signed it, and proceed accordingly. If the person does not work in your department, call the vendor and state that the shipment was not received.

H. Prepayment of Purchase Orders

Prepayment of purchase orders is generally discouraged, but is appropriate in limited circumstances. The most common examples are maintenance agreements for equipment, such as copiers, computers and fax machines, which are relatively low-dollar, and software licensing agreements, both of which are paid for with one invoice at the beginning of the period. Another example is a purchase from another governmental entity which must be paid for prior to receiving the commodity (e.g., U.S. Government publications). The requestor indicates prepayment in Box 44, "Special Requirements ..." on the requisition. If problems arise in performance of a prepaid order, the requestor works directly with the vendor.

I. Partial Payments

City policy is to pay a vendor only when the order is complete, but exceptions can be made. One reason is different delivery times for parts of an order (usually known when the order is placed). A partial payment, which would occur when only part of an order has arrived and the vendor wants to be paid now for what has been sent, means extra checks to vendors, extra copies of MRRs, and generally more work for all departments involved. One situation where partial payments are particularly risky is where parts of a system have been delivered, but the operability of the system cannot be tested until the complete system is installed.

If it is important to make a partial payment, however, send the Controller a note explaining the situation, make a copy of the MRR, write "Partial Payment" on both the invoice and one MRR copy, and send the package to the Controller. Keep the original of the MRR, because you will use it when the final payment is made.

408 Delivery Problems: Late Shipment; Errors; Over, Short and Damaged Shipment; Duplicate Shipment; Incorrect Purchase Order Number; Lost Shipment

A. General

If a department experiences problems with a shipment, then, depending on the nature of the difficulty, the problem may be solved either by the department working directly with the vendor, or by the department and Purchasing working with the vendor. In the situations discussed below, **the department should call the vendor first** to try to resolve the problem. If that fails, the department should call Purchasing.

A delivery problem is usually one of the following:

- Late Shipment: the shipment does not arrive by the delivery date promised by the vendor as noted on the purchase order.
- Error: the vendor shipped an item which was not ordered or an item that does not conform to the specifications.
- Overshipment: the shipment contains more of an item than was ordered.

- Short shipment: the shipment contains fewer of an item than was ordered.
- Damaged: the shipment is damaged. Damage could be visible from the outside (the container is crushed, torn, or shows leaks or water damage), or the damage could be concealed (only after the container is opened does the damage become evident). The department should save all containers, wrappings, etc., until the shipper makes an inspection.
- Duplicate shipment: a second complete shipment arrives, duplicating the original order.
- Incorrect Purchase Order number: the wrong purchase order number appears on the outside of the container. It is likely that the shipment is for another department, and has the wrong delivery address.
- Lost Shipment: the order is substantially overdue, and probably has been lost in transit.

It is important for departments to follow the procedures described in this section. **Timing can be critical to protect the City's interests and legal position.**

In all of the situations described (except Late and Lost Shipments), departments should keep the packing list which accompanies the shipment.

B. Late Shipment

The department's copy of the purchase order shows the promised Delivery Date. If the shipment has not arrived by that date, the department should:

1. Call the vendor. If the vendor says the shipment will be late but will arrive by a date the department finds acceptable, then no further action is required. The department may prefer, however, to send the vendor a letter confirming the conversation and the new delivery date. Purchasing should be consulted before the letter is sent.
2. Call or write Purchasing if the vendor's explanation or later delivery date is not acceptable. Purchasing will call the vendor and inquire into the status of the order.

C. Errors

If a vendor sends something the City did not order or the order does not conform to specifications, the department should take the following steps immediately:

1. Compare the packing list with the shipment and with the department's copy of the purchase order. Note any discrepancies.
2. Send a written report to Purchasing, noting:
 - purchase order number
 - purchase order item number
 - quantity ordered
 - quantity received
 - date shipment arrived
 - problem encountered
 - recommended disposition (keep, return, etc.)
3. Do not approve the MRR and invoice until the problem is resolved.

Purchasing will take appropriate action and advise the department of the resolution.

D. Overshipment

1. When the Shipment Arrives

If a shipment contains more items than were ordered, the department should:

- a. Compare the packing list with the shipment and with the department's copy of the purchase order and note any discrepancies.
- b. Send a written report to Purchasing immediately. It is likely that the invoice the vendor sends the department will match the shipment, and be for a larger quantity than was ordered.

2. Options

The City has three options on overshipments:

- a. Return the excess items to the vendor. To return **anything** to the vendor, the City needs to make advance arrangements with the vendor. Vendors usually assign a Return Authorization Number to the transaction, and the City must indicate the number on the outside of the shipment being returned. The vendor may pick up the return shipment personally, or the City can send it "Freight Collect," so that the vendor is responsible for the freight charges.

If the overage is returned, the department should document on the MRR that some items have been returned. The invoice could be adjusted to reflect the original purchase order amount.

- b. Keep the overage and pay for it, provided this is approved by the Controller and provided that the order is not for equipment. The payment can usually be made against the MRR with a brief note from the department describing the circumstances.
- c. Keep the excess, at no charge to the City. Some vendors, instead of requiring the excess to be returned, will advise a customer to keep the overage but pay only the amount of the original order. This alternative may be preferable to a vendor depending on the cost of processing a return shipment.

E. Short Shipment

A short shipment occurs when the vendor ships less than the entire order. When this occurs, the vendor usually indicates that certain items have been backordered. Occasionally the packing list will indicate more items in the shipment than were in the containers, in which case something may have been lost in transit.

The procedure for short shipments is:

1. The department examines the packing list, and compares it with the shipment and with the purchase order. If, for example, the packing list shows that 10 units were ordered but only 5 shipped, there may be a Backorder column indicating that 5 units were backordered. If the Backorder column is empty, that portion of the order may have been cancelled. The department should contact the vendor. If there is no Backorder column, the department may assume that the balance of the order is on Backorder.
2. The department should call the vendor to report the shortage or to confirm that the missing items are on Backorder, and to inquire regarding the delivery date.

3. If the packing list indicates that there is no backorder, such as stating that 5 units (not 10) were ordered and 5 shipped, then the department should call the vendor and correct the order.
4. If at any time the department experiences difficulty in resolving the problem with the vendor, the department should send Purchasing a written report immediately.
5. The department should complete the Material Received Report and approve the invoice **only** after the entire order is received.

F. Damaged Shipment

If a shipment arrives damaged, the department has the following options: (1) Reject the entire shipment; (2) Reject only the damaged materials; or (3) Accept the entire shipment. In all cases, the department should call and write the vendor **immediately**, with a copy to Purchasing.

If the City rejects some or all of the order, the vendor or carrier has the responsibility for resolving the damage problem. If the City accepts the shipment, then government regulations provide that the City must:

- Notify the carrier of visible damage within 24 hours of receipt.
- Notify the carrier of concealed damage within 15 days of receipt.
- File a claim with the vendor or carrier within 9 months of the incident; however, it is advisable to file the claim as soon as possible.

If a department sees obvious damage, this fact should be noted on the packing slip and delivery tag (Bill of Lading). The carrier should be asked to countersign both documents, acknowledging the damage. Carriers sometimes refuse to do this, however.

It is critical that the department keep the shipping containers and packing material until the carrier has conducted its inspection and made reports. Otherwise, the City may be unable to file a claim.

Some vendors will replace low-cost items without any formal claim being made. If the vendor will not rectify the situation without submission of a claim, the department must file the claim, either with the carrier or the vendor.

The MRR and invoice should not be approved until the problem is resolved.

Damage unrelated to Shipping (defective items)

If an item is defective, the department should not complete the MRR. The department can call the vendor directly to have the item replaced, obtaining a Return Authorization Number for the shipment to the vendor.

If the vendor replaces the item and the replacement is not defective, then the department should complete the MRR and invoice.

G. Duplicate Shipment

If a vendor makes a duplicate shipment, the department may return it or keep and pay for it, unless it is equipment. If the shipment will be returned, the department should call the vendor and obtain a Return Authorization Number if one is necessary. To keep and pay for the shipment, the department should call Purchasing.

H. Incorrect Purchase Order Number

Purchasing instructs vendors to indicate the purchase order number on the outside of all shipments and on the packing slip. If a department receives a shipment displaying a purchase order number not for that department, there are two options:

1. Refuse the shipment. If no shipment similar to the mislabelled one is expected, the shipment should be refused, but call Purchasing first. Based on the purchase order number, Purchasing may be able to determine the correct delivery address.
2. Accept the shipment. If the purchase order number is wrong but the containers look right (correct vendor, number of containers, container size, any description of contents), the shipment can be accepted. If the items are correct, call the vendor to correct the invoice, because otherwise the invoice will likely also have an incorrect purchase order number. If the items are wrong, contact Purchasing. If the purchase order number is valid, though incorrect for this initial receiving department, Purchasing may be able to identify the correct department and delivery address. If not, the vendor should be contacted and the shipment returned.

I. Lost Shipment

If the order is late, the department should call the vendor. If the order is very late, then it is probably lost. Based on the purchase order information, the department and vendor will determine if the vendor used the correct shipping address. If the vendor used an incorrect shipping address, it is the vendor's responsibility to locate the order.

If the vendor used the correct shipping address, then a claim may have to be filed. If the order was FOB destination, then the vendor files the claim with the carrier. If it was FOB shipping point, then the City is obligated to pay the vendor's invoice and then files the claim with the carrier.

The department should contact Purchasing to file the claim.

See related information in ¶407.G, "Proof of Delivery; Lost Shipments."

409 Common Problems in the Payment Process

Delays in the payment increase the workload for requesting departments and Purchasing as daily routines are interrupted to answer vendor inquiries. Delays also adversely affect the bidding process when vendors (a) increase the amount of their bids, anticipating possible payment problems, or (b) will not bid on City contracts. Competition is restricted and the City's purchasing advantage is diminished. The most common problems are:

1. Delayed invoicing from the vendor. The City cannot process an order for payment until the vendor's invoice is in hand. If a vendor contacts a department about payment, the department should ask if the vendor has submitted its invoice to the department.
2. Delayed submission of the MRR and invoice by the department to the Controller.
3. The vendor's name on the Purchase Order differs from the vendor's name on the invoice. In this case, the department calls the PO vendor to request a letter of assignment stating to whom payment should be made. See ¶407.C.1 above.
4. The P.O. amount differs from the Invoice amount. This requires a new invoice or a credit memo from the vendor, or, if unusual reasons exist, Purchasing's approval for a higher price.

5. The quantity on the Purchase Order is more than the quantity on the Invoice. See 409.E, "Short Shipment."
6. The quantity on the Purchase Order is less than the Invoice. See ¶408.D, "Overshipment."
7. Transportation is charged on the invoice when the Purchase Order is quoted as "F.O.B. Destination." If that happens, cross out the transportation charges and write "F.O.B. Destination" beside the deleted charges.
8. The Purchase Order quoted an F.O.B. shipping point, but the Invoice does not include the shipping charges. This usually means the department will receive an invoice from the carrier. You should process the Purchase Order invoice and MRR for payment and issue a Direct Payment Voucher for the freight charges once they are invoiced.

410 How to Cancel a Purchase Order

A. Reasons

If you need to cancel a purchase order after Purchasing has mailed it to the vendor, certain steps must be taken **quickly**. Before you call a vendor to cancel the order, consult with the City Attorney's Office to review the City's legal position. Reasons to cancel an order include:

- the item is no longer needed;
- your requirements have changed;
- the vendor fails to perform after you have given sufficient notification;
- the vendor cannot meet the required delivery date, and the vendor's fallback delivery schedule is not acceptable.

It should be noted that once the City has placed an order with a vendor, the City has entered into a legally binding contract. Our options on cancelling the contract are limited, and they may depend in large part on the good will of the vendor.

Most of this information also applies to a situation where you wish to reduce the quantities ordered.

B. Notify the Vendor Immediately

Call the vendor, cancel the order and ask that the vendor return the Purchase Order. If the vendor has not begun processing the order, there will probably be no cancellation charge. The farther along in the process, however, the greater the likelihood of a cancellation charge. If the order has been shipped, or if you have already received it, the vendor may assess a restocking charge, and restocking charges can be as high as 100%. Depending on the amount of the restocking charge, you may decide to go ahead with the original order rather than cancelling it.

C. Complete the "Request for Cancellation of Purchase Order" Form

If there will be no cancellation charge, complete a "Request for Cancellation of Purchase Order" (form P-330). Instructions appear on the form. A sample completed form appears as Exhibit 400-12. Send the original of the form to Purchasing, and keep one copy for your records. Include the order's MRR and the Purchase Order (returned to you by the vendor) with the form.

D. If the Shipment Arrives

If the entire order has been cancelled, refuse the shipment. The carrier will return it to the vendor. If the order has been reduced, rather than cancelled, accept the shipment, because you will need to count the items you received and return the extras separately. For information on returning items to a vendor, see ¶408.D.2.

E. How to Process the Invoice

If there will be no cancellation charge, and so no cost to the City, you will probably not receive an invoice (it may have been part of the shipment which you refused). If you do receive an invoice, return it to the vendor with a notation like "Order cancelled at no charge, per phone call of [date of the call] between [person in your department] and [vendor's employee]." Do not send the invoice to the Controller.

If there is a cancellation charge but it does not show on the invoice (and most often it will not), write on the invoice something like, "Order cancelled per phone call of [date of the call] between [person in your department] and [vendor's employee]. Cancellation charge \$_____." Then send the invoice and MRR to the Controller. On the MRR, put the same notation you put on the invoice, and write the cancellation charge in the "Pay \$_____" area.

CITY AND COUNTY OF SAN FRANCISCO
REQUISITION FOR PURCHASE ORDER

1. BID NO. 76090 2. DATE DUE 22 3. REQ/PO NO. 41234

4. DELIVER TO:
 Department Storeroom
 1234 Mission, 3rd floor
 San Francisco, CA 94103

5. DEPARTMENT NAME: Phrenology
 6. DEPT/DIV/SEC: 7/15/94
 7. TEL NO.:
 8. ORIGINATED BY: Rita Requestor
 9. FUND GROUP/FUND: 01/001
 10. FISCAL PERIOD: FY FM
 11. CERTIFICATION NO.:
 12. DEPT. CONTROL NO.:
 13. DEPT. ACCOUNT NO.:

14. REFER QUESTIONS TO:

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	17. COMMODITY CODE NO. & 18. EQUIP BUDGET NO.		19. MANUFACTURER'S BRAND AND NUMBER		20. UNIT PRICE		21. ESTIMATED PRICE PER UNIT (NET)	
70	25	FT	Pipe, Ductile Iron, 4" (without Tyton Gasket), Glass 53 Bell with Spigot, Push On Joint, Type II					5.52	FT	138.00	
90	50	FT	Ditto, 8"					9.21	FT	460.50	
152	20	EA	Gaskets, Pipe, 6", Tyton Field Lock					27.00	EA	540.00	
			All above items to be furnished, delivered and unloaded.								

22. TASK	23. BATCH IDENTIFICATION	24. TOTAL OF ADDENDUM(S)	25. TOTAL OF THIS PAGE	26. GROSS DISCOUNT	27. GROSS TOTAL	28. SALES TAX	29. INVOICE TOTAL
		\$	\$	\$	\$	\$	\$

49. VENDOR: U.S. Pipe & Foundry Company
 P.O. Box 827
 Union City, CA 94587
 Chris Jacobsen
 N-30 (510) 537-6690
 1-30 days F.O.B. DESTINATION

43. EST. OF COST: Building has elevator

44. SPECIAL REQUIREMENTS OR INSTRUCTIONS - PREVIOUS P.O. NO. OR BID NO. OR RECOMMENDED VENDOR: Building has elevator

45. DELIVERY DATE REQUESTED: 8-15-94

46. DEPTL PRE-AUDIT: W.M. Hohenzoller, Director

47. I CERTIFY that the above is a legal charge against the appropriation indicated and that unencumbered allotted funds are available to pay this

48. FOR CENTRAL PURCHASING DEPT. USE ONLY

CITY AND COUNTY OF SAN FRANCISCO REQUISITION ADDENDUM		1. REQUISITION NO.	2. BID NO.	3. PURCHASE ORDER NO.		
9. DEPARTMENT Public Health -83		DATE	12. DEPT. CONTROL NO.	DATE 07-13-94 14. PAGE 2 OF 2		
15. ITEM NO.	16. QUANTITY UNIT	17. COMMODITY CODE NO EQUIP. BUDGET NO	18. DESCRIPTION	19. MANUFACTURER OR BRAND AND NO.	20. PRICE UNIT	21. EXTENSIONS OR TOTAL PRICE PER LINE ITEM
6.	5 ea		Medical Dictionary - Dorland - Illustrated		49.95 ea	249.75
7.	4 ea		Textbook of Medicine - Harrison's principals of International - 1 volume		100.95 ea	403.80
8.	4 ea		Interpretations of diagnostic Test - Wallach		37.95 ea	151.80
			act# RB00098 Shipping & Packaging		1 LT	46.60
				SUBTOTAL THIS PAGE		851.95

Judy R. H. - m.g.
[Signature]

PLEASE POST TOTAL OF ALL PAGES TO FACE OF QUOTATION OR REQUISITION AS "TOTAL OF ADDENDUMS," COMPUTE TAX, IF APPLICABLE, AND TOTAL TO "INVOICE TOTAL."

VENDOR UCSE Millberry Union Bookstore
 BY Helen

CITY AND COUNTY OF SAN FRANCISCO
PURCHASING DEPARTMENT

CONTRACT PROPOSAL
76090

A W A R D
PIPE, DUCTILE IRON & GASKETS
For the Term February 1, 1994
Through January 31, 1995

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE</u>
FURNISH, DELIVER & UNLOAD			
PIPE, Ductile Iron, Glass 53 Bell & Spigot, Push-On-Joint, Type II< in sizes as follows:			
	347104565		
70	4-Inch. (Without 'Tyton' Gaskets).....	FT	\$ <u>5.52</u>
	347104566		
80	6-Inch. (Without 'Tyton' Gaskets).....	FT	\$ <u>6.74</u>
	347104567		
90	8-Inch. (Without 'Tyton' Gaskets).....	FT	\$ <u>9.21</u>
	347104569		
100	12-Inch. (Without 'Tyton' Gaskets).....	FT	\$ <u>15.14</u>
	347104571		
110	16-Inch. (With 'Tyton' Gaskets).....	FT	\$ <u>22.62</u>

CITY AND COUNTY OF SAN FRANCISCO
PURCHASING DEPARTMENT

CONTRACT PROPOSAL
76090

A W A R D
PIPE, DUCTILE IRON & GASKETS
For the Term February 1, 1994
Through January 31, 1995

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE</u>
	Gaskets, Pipe, Tyton Field-lok		
	347319004		
151	4-Inch.....	EA	\$ <u>18.90</u>
	347319006		
152	6-Inch.....	EA	\$ <u>27.00</u>
	347319008		
153	8-Inch.....	EA	\$ <u>36.00</u>
	347319012		
154	12-Inch.....	EA	\$ <u>58.50</u>

TERMS OF PAYMENT:	Net 30 Days
DELIVERY WILL BE MADE:	1-30 Days After Receipt of Order
FIRM NAME:	U.S. Pipe & Foundry Company
ADDRESS:	P.O. BOX 827
CITY, STATE, ZIP:	Union City, CA 94587
TELEPHONE NUMBER:	(510) 537-6690
CONTACT PERSON:	Chris Jacobsen or Kimberlie Alexander

CITY AND COUNTY OF SAN FRANCISCO
REQUISITION FOR PURCHASE ORDER
 1. BID NO. 83-4743 3
 DATE DUE 07-13-94
 DEPARTMENT NAME Public Health -83
 DEPT. NO. 01/001
 TEL. NO. 554-2514
 FM NO. 94
 FISCAL PERIOD FY 94
 FUND GROUP/FUND 01/001
 DEPT. DIV./SEC. 83/70/01
 CERTIFICATION NO. 91
 DEPT. ACCOUNT NO. 13

2. Emp
 3. 83-4743 3
 4. DELIVER TO Attn: Lily De Campos-753-7769
 Dept. of Public Health
 Youth Guidance Center
 Special Programs for Youth
 375 Woodside Avenue, SF CA 94127

15. ITEM NO.	16. QUANTITY	17. COMMODITY CODE NO.	18. DESCRIPTION	19. UNIT PRICE	20. UNIT AMOUNT	21. EXTENDED AMOUNT
1.	5 ea		The Pediatric Drug Handbook - Benitz & Tattlo	<u>26.95 ea</u>	<u>134.75</u>	
2.	3 ea		Diagnostic Dysmorphology - Jon M. Aase 1992	<u>52.95 ea</u>	<u>158.85</u>	
3.	4 ea		Pediatrics - Rudolph	<u>104.95 ea</u>	<u>419.80</u>	
4.	4 ea		Gynecology - Well Woman Care - Lichtman & Papenn	<u>82.95 ea</u>	<u>331.80</u>	
5.	5 ea		Harriet Lane Handbook - Johns Hopkins Hospital Editor - M. G. Greene	<u>28.95 ea</u>	<u>144.75</u>	

FY 94-95

22. TASK	23. BATCH IDENTIFICATION	24. TOTAL OF ADDENDUM(S)	25. TOTAL OF THIS PAGE	26. GROSS DISCOUNT	27. GROSS TOTAL	28. SALES TAX	29. INVOICE TOTAL
		\$ 851.95	\$ 1,899.95		\$ 2,041.90	\$ 169.60	\$ 2,211.50

49. UCSF - Millberry Union Bookstore
 VENDOR
500 Parnassus Avenue
 ADDRESS
San Francisco, Ca 94143
 CITY, STATE AND ZIP CODE
Helen
 VENDOR CONTACT
Not -30
 TERMS
30 days
 DELIVERY TIME
476-1666
 TELEPHONE NUMBER
F.O.B. DESTINATION

JUL 18 1994
 43. EST. OF COST
 44. SPECIAL REQUIREMENTS OR INSTRUCTIONS - PREVIOUS P.O. NO. OR BID NO.
 Account No. RB 00098
 UCSF - Millberry Union Bookstore
 500 Parnassus Avenue
 San Francisco, CA 94143 - 0230
 Attn: Helen - 476-1666
 45. DELIVERY DATE REQUESTED
 DATE
 46. DEPT'L PRE-AUDIT
 47. I CERTIFY that the above is a legal charge against the appropriation indicated and that unexpended allotment funds are available to pay this requisition.
 DEPT. PURCHASING NUMBER
 TITLE
 PURCHASING ORIGINAL REQUISITION COPY

City and County of San Francisco

Purchasing Department



Date: _____

Requisition Information/Action Request

To : _____, Department _____
Name

From : _____, 554- _____
Purchasing Department

Req. # _____, Item(s) # _____

1. Enclosed is your subject requisition. More information is required. Please return the requisition and any other attachments soon, with the information or action requested below.

___ Describe article more completely, or explain how it is to be used. List essential performance features or critical specifications.

___ Furnish: ___ Sample ___ Literature

___ Identify by: ___ Manufacturer or Brand name ___ Catalog Number

___ Furnish documentation for "No Substitute" or "Proprietary" request.

___ Furnish completed "Equipment Requisition Attachment," Form P-356.

___ For equipment, furnish Equipment Budget No. in Column 17 on req.

2. ___ Requisition cancelled and returned to department at your request.

3. ___ Requisition has been forwarded to the Purchasing office at PUC or SFGH for award.

4. ___ Controller has cancelled purchase order.

5. Purchasing's comments

5. Department's comments

P-310 (7-94)

Tel. (415) 554-6743
Recycled Paper

Room 270, City Hall

Fax (415) 554-6717

San Francisco 94102-4685

400-6: Verification that Requested Electrical Product Bears Testing Label or Is Being Tested by Approved Laboratory (P-315) (1 of 2)

Verification that Requested Electrical Equipment Bears Testing Label or Is Being Tested by Approved Laboratory

Use this form to notify Purchasing that the requested item either: (1) bears a label from an approved testing laboratory; or (2) is being tested by such a laboratory and has been approved by DPW's Bureau of Building Inspection for purchase on this basis. If product is being tested, send a copy of this form to the DPW employee you list below as having approved ordering this item.

Department _____

Description of electrical equipment _____

Item(s) _____

Brand and Model # _____

Manufacturer's Name and Address _____

Check one of the following two items:

The products bears a label from _____;
OR
Name of lab, from list below

The product is being tested by _____;
Name of lab, from list below

and DPW has approved ordering this item pending test results. DPW approval per _____

Name of DPW employee Date of approval

Source of information _____
Sales literature, vendor representative, etc.

Determination made by _____
Name of City employee who received information

Title _____ Date _____

I certify that the above information is correct and that I have appropriate departmental authority to sign and submit this Verification.

Dated _____
Signature _____

Phone number _____
Print name _____

_____ Title

Approved testing laboratories:
Underwriters Laboratories (408) 985-2400
ETL Testing Laboratories (415) 871-1414
Applied Research Laboratories (916) 685-5144
Factory Mutual Research (617) 762-4300
Electro-Test, Inc. (415) 866-8566
American Gas Association (216) 524-4990
Gas & Mechanical Laboratory (213) 262-1185
MET Electrical Testing Co. (301) 354-2200

P-315 (4-89) Previous editions are obsolete.

400-6: Verification that Requested Electrical Product Bears Testing Label or Is Being Tested by Approved Laboratory (P-315) (2 of 2)

Testing Laboratories Approved in San Francisco

The following testing laboratories have been approved by the San Francisco Bureau of Building Inspection Division for the testing and labeling of electrical products and other devices in San Francisco:

Underwriters Laboratories (UL), ETL Testing Laboratories, Inc., Applied Research Laboratories (ARL), and Factory Mutual (FM).

American Gas Association Laboratories (AGA) has been approved to test and label gas appliances and accessories.

Gas Appliance Laboratories, Inc. (GAL) has been approved for testing and labeling of gas appliances, gas vents, accessories and systems in accordance with UL 795, solid fuel burning appliances in accordance with UL 1482, wind and rain testing and UL 737.

Electro-Test Inc. (ETI) has been approved for testing and labeling custom-made or unique electrical products as described in Division G, Article 90-78 of the San Francisco Electrical Code.

Underwriters Laboratories (UL)
1655 Scott Bl.
Santa Clara, CA 95050
(408) 985-2400

Electro-Test Inc. (ETI)
P.O. Box 159
3470 Fostoria Way
San Ramon, CA 94583
(415) 866-8566

ETL Testing Laboratories
660 Forbes Bl.
So. San Francisco, CA 94080
(415) 871-1414

American Gas Assn. (AGA)
8501 E. Pleasant Valley Rd.
Cleveland, OH 44131
(216) 524-4990

Main office:
Industrial Park
Cortland, NY 13045
(607) 753-6711

Gas & Mechanical Laboratory
3230 Mines Ave.
Los Angeles, CA 90023
(213) 262-1185

Applied Research Laboratories (ARL)
8751 Jemstone Ct.
Elk Grove, CA 94524
(916) 685-5144

MET Electrical Testing Co.
916 W. Patapsco Ave.
Baltimore, MD 21230
(301) 354-2200

Main office:
5372 NW 161st St.
Miami, FL 33014
(305) 624-4800

Gas Appliance Laboratories
3138 E. Olympic Bl.
Los Angeles, CA 90023
(213) 261-8161

Factory Mutual Research (FM)
1151 Boston-Providence Turnpike
Norwood, MA 02062
(617) 762-4300

P-315 (4-89) Previous editions are obsolete.

City and County of San Francisco

Purchasing Department



Date: 12-1-90

To : SGT. ALEX ROMANOFF
SFPD CRIME SCENE

From : Beth Tison
Purchaser

Subject: Bid Review and Recommendation Request for Requisition 38-6931

Quotation or Proposal No. 1130

Transmittal and Purchasing's Comments

Enclosed are the bids and related materials for the subject requisition. Please return all these materials to Purchasing, and use the lower part of this form to recommend acceptance or rejection of the low bid.

THE LOW BIDDER, SCIENTIFIC INSTRUMENT, OFFERED AN ALTERNATE IMAGING SYSTEM MADE BY SCOPEMAN. PLEASE REVIEW ATTACHED BID + LITERATURE + ADVISE IF ACCEPTABLE.

Please call me at 4-6734 if I can provide any additional information.

Department's Recommendation and Comments

(Check the appropriate item, or send a separate memo.)

Low bid is acceptable.

Low bid is not acceptable. (Please indicate below, on reverse, or separately the specific reasons for rejecting the low bid, including an explanation why the article does not meet the requirements stated in the bid or otherwise does not meet your needs.)

Unit does not have the essential 0-50x adjustable focus as req'd in the specifications. Low bidder offers 0-25x adjustable focus, which does not meet our needs.

Alex Romanoff
Signature

12-12-90
Date

3-1234
Telephone number

P-320 (4-89)

Tel. (415) 554-6743

Room 270, City Hall

Fax (415) 554-6717

San Francisco 94102-4685

Recycled Paper

**ADVANCE COPY ONLY
PURCHASE ORDER**

4. DELIVER TO Attn: Lily De Campos-753-7769
 Dept. of Public Health
 Youth Guidance Center
 Special Programs for Youth
 375 Woodside Avenue, SF CA 94127

1. BID NO. 009
 DATE DUE 07-13-94

DEPARTMENT NAME: Public Health -83
 ORIGINATED BY: Rey Salonga (415) 554-2514
 TEL NO.: 554-2514
 DEPT. DIV. SEC.: 83/70/01
 DEPT. CONTROL NO.:
 CERTIFICATION NO.: 91
 FISCAL PERIOD: FY 94 FM 01
 FUND GROUP/FUND: 01/001

11. REQ. DATE: 07-13-94
 12. DEPT. CONTROL NO.:
 13. DEPT. ACCOUNT NO.:
 14. REFER QUESTIONS TO: J. STOVALL (S1) (415) 554-6732

15. ITEM NO.	16. QUANTITY UNIT	17. COMMODITY CODE NO. EQUIP REQUEST NO.	18. DESCRIPTION	19. VENDOR'S USE ONLY (PRINT IN BLOCKS ONLY)	20. SALES TAX	21. INVOICE TOTAL
1.	5 ea		The Pediatric Drug Handbook - Benitz & Telfo	26.95 ea		137.75
2.	3 ea		Diagnostic Dysmorphology - Jon M. Aase 1992	52.95 ea		158.85
3.	4 ea		Pediatrics - Rudolph	104.95 ea		419.80
4.	4 ea		Gynecology - Well Woman Care - Lichtman & Papenn	82.95 ea		331.80
5.	5 ea		Harriet Lane Handbook - Johns Hopkins Hospital Editor - M. G. Greene	28.95 ea		144.75

FY 94-95

22. TASK	23. BATCH IDENTIFICATION	24. TOTAL OF ADDENDUMS	25. TOTAL OF THIS PAGE	26. GROSS DISCOUNT	27. GROSS TOTAL	28. SALES TAX	29. INVOICE TOTAL
		\$ 851.95	\$ 1,189.95		\$ 2,041.90	\$ 169.60	\$ 2,211.50

**ADVANCE
COPY**

47430

48. VENDOR: UCSF - Millberg Union Bookstore
 ADDRESS: 500 Sansome Avenue
 City, State and Zip Code: San Francisco, Ca 94143
 VENDOR CONTACT: Helen
 TERMS: Net-30
 DELIVERY TIME: 30 days
 F.O.B. DESTINATION
 SIGNED BY: _____

NOTICE TO REQUISITIONING DEPT.: CHECK ITEMS CAREFULLY. IF NOT IN ACCORDANCE WITH YOUR REQUIREMENTS, NOTIFY PURCHASING DEPARTMENT IMMEDIATELY.
• THIS IS NOT AUTHORIZATION TO ORDER THIS MATERIAL

**CITY AND COUNTY OF SAN FRANCISCO
PURCHASE ORDER**

4. DELIVER TO Attn: Lily De Campos-753-7769
Dept. of Public Health
Mouth Guidance Center
Special Programs for Youth
375 Woodside Avenue, SF CA 94127

DO NOT SEND THE INVOICE TO THE
'DELIVER TO' ADDRESS. SEE INVOICE
ADDRESS IN THE RED BOX BELOW.

1. BID NO. Onp 2. 83-4743 3
DATE DUE 5. 07-13-94
DEPT. DIV./SEC. 7. 83/70/01
REQ/PO NO. 14. J. STUWALL (SI)
(415) 654-6732

DEPARTMENT NAME
Public Health -83
ORIGINATED BY
Rey Salonga (415) 554-2514
TEL. NO.
FY 94 FM 01
FUND GROUP/FUND 8. FISCAL PERIOD
CERTIFICATION NO. 9. 91
DEPT. ACCOUNT NO. 13.

15. ITEM NO.	16. QUANTITY	17. EQUIPMENT CODE NO.	18. DESCRIPTION	19. BRAND OR NUMBER	20. UNIT PRICE	21. EXTENDED PRICE	22. BATCH IDENTIFICATION	23. TOTAL OF ADDENDUM(S)	24. TOTAL OF THIS PAGE	25. GROSS DISCOUNT	26. GROSS TOTAL	27. SALES TAX	28. INVOICE TOTAL
1.	5 ea		The Pediatric Drug Handbook - Benitz & Tgtfo		<u>26.95 ea</u>	<u>134.75</u>							
2.	3 ea		Diagnostic Dysmorphology - Jon M. Aase 1992		<u>52.95 ea</u>	<u>158.85</u>							
3.	4 ea		Pediatrics - Rudolph		<u>104.95 ea</u>	<u>419.80</u>							
4.	4 ea		Gynecology - Well Woman Care - Lichtman & Papenn		<u>82.95 ea</u>	<u>331.80</u>							
5.	5 ea		Harriet Lane Handbook - Johns Hopkins Hospital Editor - M. G. Greene		<u>28.95 ea</u>	<u>144.75</u>							
									<u>857.95</u>		<u>2,041.90</u>	<u>169.60</u>	<u>2,211.50</u>

FY 94-95

24. \$ 857.95	25. \$ 1,899.95	26. \$ 2,041.90	27. \$ 169.60	28. \$ 2,211.50
WARRANT NUMBER OR DUE DATE	SUBSIDIARY ACCOUNT	VENDOR NUMBER	INDEX CODE	DEPT. INFO.
40	48 50	58 59	71 72	75 76
81828384	1365	81828384	84	90
29. 47430 30. 47430				

48. VENDOR
UCSF - Millberry Union Bookstore
ADDRESS
500 Marin Avenue
San Francisco, Ca 94143
CITY, STATE AND ZIP CODE
VENDOR CONTACT
Helen
TELEPHONE NUMBER
474-1666
TERMS
Net-30
DELIVERY TIME
30 days
F.O.B. DESTINATION
SIGNED BY

DO NOT DEVIATE FROM STATED PRICES. MAIL INVOICE IN QUADRUPPLICATE (SHOWING ORDER NUMBER) TO:
Community Health Services
CHS Accounts Payable
101 Grove Street Room 112
San Francisco, CA 94102

PURCHASER OF SUPPLIES

CERTIFIED BY CONTROLLER

THE CASH DISCOUNT PERIOD BEGINS WHEN THE COMPLETE ORDER IS RECEIVED AT THE CORRECT ADDRESS, OR WHEN A CORRECT INVOICE IS RECEIVED IN THE PURCHASING DEPARTMENT, WHICHEVER IS LATER.

SUBJECT TO TERMS AND CONDITIONS ON REVERSE.
P. 250 VENDOR COPY (2-93) - 6

**CITY AND COUNTY OF SAN FRANCISCO
MATERIAL RECEIVED REPORT**

400-10: The Material Received Report (MRR)

1. BID NO. 83-4743 3
DATE DUE 07-13-94
DEPT. NAME Public Health -83
ORIGINATED BY Rey Salonga (415) 554-2514
FUND GROUP/FUND 01/001 FISCAL PERIOD 94
DEPT. CONTROL NO. 83/70/01

5. REQ. DATE 07-13-94
7. DEPT. DIV./SEC. 83/70/01
9. CERTIFICATION NO. 91
10. DEPT. ACCOUNT NO. 13
11. REFER QUESTIONS TO: J. STOVALL (S1)
(415) 554-6732

16. QUANTITY 5 ea
17. COMMODITY CODE NO. ea
18. EQUIP. INVENTORY NO. ea

19. VENDOR'S USE BOLD OUTLINE BOXES ONLY
20. UNIT PRICE
21. MATERIAL UNIT PRICE

22. TASK
23. BATCH IDENTIFICATION
24. TOTAL OF ADDENDUMS
25. \$ 851.95
26. \$ 1,189.95
27. \$ 2,041.90
28. \$ 169.60
29. \$ 2,211.50

30. TRANS CODE
31. DOCUMENT NUMBER
32. DOCUMENT REFERENCE NUMBER
33. SER ID
34. SER ID
35. SER ID
36. SER ID
37. SER ID
38. SER ID
39. SER ID
40. SER ID
41. SER ID
42. SER ID

43. PAY \$ _____ BY _____
DATE _____
DEPARTMENTS ARE REQUESTED TO INDICATE ON RECEIVED RECEIPT ANY CHANGES TO THIS ORDER. SIGN BELOW FOR BUYER'S ATTENTION.
44. PAY \$ _____ BY _____
DATE _____
DEPARTMENTS ARE REQUESTED TO INDICATE ON RECEIVED RECEIPT ANY CHANGES TO THIS ORDER. SIGN BELOW FOR BUYER'S ATTENTION.

45. PAYMENT AMOUNT (REFLECTING DISCOUNT)
46. PAYEE: Prepaid Accounts, other Authority Print
47. TAXES: Prepaid Accounts, other Authority Print
48. PAYEE: Prepaid Accounts, other Authority Print
49. PAYEE: Prepaid Accounts, other Authority Print

50. VENDOR
51. ADDRESS
52. CITY, STATE AND ZIP CODE
53. VENDOR CONTACT
54. TERMS
55. DELIVERY TIME
56. SIGNED BY

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
The Pediatric Drug Handbook - Benitz & Tattio	5 ea	26.95 ea	134.75
Diagnostic Dysmorphology - Jon M. Aase 1992	3 ea	52.95 ea	158.85
Pediatrics - Rudolph	4 ea	104.95 ea	419.80
Gynecology - Well Woman Care - Lichtman & Papenn	4 ea	82.95 ea	331.80
Harriet Lane Handbook - Johns Hopkins Hospital Editor - M. G. Greene	5 ea	28.95 ea	144.75

WARRANT NUMBER OR 34	SUBSIDIARY ACCOUNT	VENDOR NUMBER	INDEX CODE	SUB OBJECT	PROJECT	MOOR	DEPT. INFO.	AMOUNT
48 50	58 50	65 88	71 72	75 79	81 82 83 84	89 90		
			735936	1365				

49. UCSF - Millberg Union Bookstore
VENDOR
500 Sansome Avenue
ADDRESS
San Francisco, Ca 94143
CITY, STATE AND ZIP CODE
Helen
VENDOR CONTACT
Not -30
TERMS
30 days
DELIVERY TIME
476-1666
TELEPHONE NUMBER
F.O.B. DESTINATION
F.O.B. DESTINATION

400-11: Unit Designations

Ampoule	AM	Half pint	HT	Ream	RM
Assembly	AY	Half pound	PH	Reel	RE
		Hank	HK	Returnable barrel	RB
Bag	BG	Head	HE	Ribbon	RN
Bale	BE	Hogshead	HH	Rod	RO
Ball	BA	Hundred	HD	Roll	RL
Bar	BR	Hundred feet	HF	Round	RD
Barrel	BL	Hundred pounds	HP		
Block	BC	Hundred sets	HX	Sack	SA
Board foot	BF	Hundred sq feet	HS	Section	SC
Bolt	BO	Hundredweight	HW	Set	SE
Book	BK	Hundred yards	HY	Sheet	SH
Bottle	BT			Short ton	TS
Box	BX	Inch	IN	Shot	SO
Brick	BI	Ingot	IG	Skein	SK
Bunch	BH			Skin	SN
Bundle	BN	Jar	JR	Slab	SB
Bushel	BU	Jug	JG	Sleeve	SV
				Spool	SL
Cake	CK	Keg	KE	Square	SQ
Can	CN	Kilogram	KG	Square foot	SF
Capsule	CP	Kilometer	KM	Square inch	SI
Carat	KR	Kit	KT	Square yard	SY
Carboy	CB			Stack	SS
Card	CD	Length	LG	Stick	ST
Carton	CT	Light	LI	Strip	SP
Cartridge	CA	Linear foot	LF	Suit	SU
Case	CS	Linear yard	LY	Syringe	SG
Cask	CK	Line	LE		
Centigram	CG	Link	LK	Tablet	TT
Centimeter	CM	Liter	LR	Tank	TK
Chain	KK	Loaf	LO	Tape	TP
Chest	CH	Long ton	LN	Ten	XX
Coil	CL	Lot	LT	Ten barrels	TL
Cone	CE	Lug	LU	Thousand	MX
Container	CO			Thousand barrels	MB
Cord	KD	Meter	MR	Thousand feet	MF
Crate	CR	Mile	MI	Tin	TI
Cubic centimeter	CC	Millicurie	MC	Ton	TN
Cubic foot	CF	Milligram	MG	Troy ounce	TO
Cubic inch	CI	Milliliter	ML	Tub	TB
Cubic meter	CZ	Millimeter	MM	Tube	TU
Cubic yard	CU				
Cylinder	CY	Net Ton	NT	Unit	UN
				USP units	US
Decagram	DC	Only	ON		
Decigram	DG	Ounce	OZ	Vial	VI
Deciliter	DL	Outfit	OT	Volume	VO
Decimeter	DE				
Deck	DK	Pack	PK	Wafer	WF
Dozen	DZ	Package	PG	Weight	WT
Dram	DM	Packing	PN	Wine gallon	WG
Drum	DR	Pad	PD		
		Pail	PL	Yard	YD
Each	EA	Pair	PR	Year	YR
Envelope	EN	Panel	PF		
		Paper	PA		
Flask	FL	Peck	PE		
Font	FO	Pennyweight	DW		
Foot	FT	Piece	PC		
		Pint	PT		
Gallon	GL	Plate	PM		
Gallon, Imperial	GB	Pouch	PO		
Gill	GI	Pound	LB		
Glass	GS	Pyramid	PY		
Grain	GN				
Gram	GM	Quart	QT		
Great gross	GG	Quire	QR		
Gross	GR				
Group	GP	Ration	RA		

Request for Cancellation of Purchase Order

Instructions

Use this form to notify the Controller or Purchasing that you would like to cancel either of the following types of orders: (1) a purchase order, begun by you on a Requisition for Purchase Order; or (2) a Departmental Purchase Order, begun by you on a DPO, form P-800.

Before you complete this form, call the vendor to cancel the order and to request that the vendor return its copy of the order. If you completed a Requisition, the vendor will return a Purchase Order. If you completed a DPO, the vendor will return the DPO.

If the vendor will cancel the order at no charge to the City, then use this form.

If there will be a charge, do not use this form. After the invoice arrives, annotate the invoice and MRR to indicate that the original order was cancelled and that you are approving payment of the cancellation charge.

RPO or DPO Number (indicate which)	Reasons
---------------------------------------	---------

RPO 91-40012	Model was discontinued.
-----------------	-------------------------

Date:	<u>7-19-94</u>	
Approved by:	<u>RITA REQUESTOR</u> (name)	Action by Purchasing:
	<u>Rita Requestor</u> (signature)	Approved (date): <u>7-20-94</u>
Dept Head Approval:	<u>Elizabeth Windsor</u> (signature)	By: <u>Wm McKinley</u>

Have this form approved by the person requesting the cancellation and by the department head or designee authorized to approved requisitions. Send the Material Received Report (MRR) and the Purchase Order or DPO with this form.

Copies and Routing

If you are cancelling an RPO, send the original of this form to Purchasing, and keep a copy for your records.

If you are cancelling a DPO, send the original of this form to the Controller and keep a copy for your records.

This form is available on disk from Purchasing.

P-330 (7-94) The previous edition of this form, designated Acc'ing Div. F-3820, may be used until supplies are exhausted.

CHAPTER 500 - THE TERM PURCHASE AGREEMENT (TPA)

501 _____ A Summary of the Term Purchase Agreement

502 _____ Characteristics of the Term Purchase Agreement

503 _____ Purchaser Limitations

504 _____ Amending An Existing Agreement

505 _____ Preparation and Distribution

 505.1 _____ Instructions for Completing the Term Purchase Agreement

 505.2 _____ Distribution

506 _____ Common Problems with the Term Purchase Agreement

507 _____ Processing Requirements for the Term Purchase Agreement

 507.1 _____ The Purchasing Department's Role

 507.2 _____ Controller Approval and Distribution

508 _____ The Voucher Payment

 508.1 _____ Receipt of the Invoice and the Goods or Services

 508.2 _____ Approval for Payment

509 _____ Common Problems in the Voucher Payment System

Forms & Examples

500-1.....The Term Purchase Agreement

500-2.....An Example of the Term Purchase Agreement

500-3.....The Voucher Payment