

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** GDC Purchasing Manual

**Policy Number:** 405.01

**Effective Date:** 09/03/2020

**Page Number:** 2 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Administration and Finance  
Division (Purchasing)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

To provide an agency manual of procedures for procuring construction, services (non-personal), equipment and goods.

**II. Authority:**

A. O.C.G.A. §50-5-79;

B. D.O.A.S. Georgia Procurement Manual;

C. Georgia Department of Corrections (GDC) Standard Operating Procedures (SOPs): 405.02 Purchase Orders, 405.03 Tax Exemptions, 405.04 Mandatory Source Purchases, 405.05 Contract Release Purchases, 405.06 Open Market Purchases, 405.07 PeopleSoft Financials for Purchasing, 405.08 Purchasing Card, 405.09 Purchasing Audit Procedures, 405.10 Small and Minority Business Bid Opportunity, 405.11 Restricted Purchases Requiring Special Approval, and 405.13 Emergency Purchases; and

D. ACA Standard: 4-ACRS-7D-25.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

A. The Central Purchasing Section has made available to all Business Offices via the GDC Intranet home page (CAPTIVA) a central reference tool identified as the "**Purchasing Manual**". This manual includes a "How to Purchase" web page and the sub-title "General Information" has links to all relevant Purchasing topics with instructions for procuring construction, non-personal services, equipment and goods.

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- B. The procedures established in the GDC Purchasing Manual are written in accordance with DOAS State Purchasing rules and regulations and the Official Code of Georgia.
- C. It is essential that any employee involved in purchasing comply with the procedures established in the manual. The liability for improper purchases has been established by state law (O.C.G.A. Section 50-5-79). **"Any official of an Agency or Institution that willfully purchases or causes to be purchased any material, supplies, or equipment contrary to the rules and regulations shall be personally liable for the cost thereof, and if paid for from State funds, the amount may be recovered in the name of the State and appropriate action instituted."**
- D. The GDC Purchasing Manual is used in addition to and does not replace Purchasing SOPs. Some of the information comes directly from the SOP while other information is expanded upon. A Purchasing SOP will be used to explain the "why" of purchasing while the manual will be used to explain the "how to".
- E. All purchasing forms, most Statewide Contracts, most Agency Contracts and Price Indexes are available for download.
- F. Changes to the GDC Purchasing Manual are made more frequently than changes to the SOPs. The complete "how to" instructions in the manual are kept current with any changes that affect purchasing procedures, e.g. purchasing law, D.O.A.S., and S.A.O. directives, etc. GDC personnel involved in purchasing are encouraged to contact Central Purchasing with written suggestions for additions or clarification to the manual.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.