

FOR YOUR INFORMATION

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Issue 19-07

Date: 02/27/19

PROCUREMENT REQUEST REMINDER

This is a reminder that all [DCFS 250, Procurement Requests](#) must be prepared in accordance with the [DCFS Procurement Guidelines 04.11.18](#) (Procurement Guidelines). Requestors shall ensure that all items and services are clearly identified in a DCFS 250.

For example, if an appliance is ordered for a client, Requestors must identify whether or not installation services is required. Procurement will not purchase any items/services not listed and approved.

Modifications to submitted DCFS 250s may require a formal Change Order Request process. Any modifications that result in a change in the Approval Levels, as specified in the Procurement Guidelines, may be put on hold while being routed for additional approvals by Procurement.

This will ensure that each requisition, purchase order, and invoice match in accordance with the County Fiscal Manual and also reduce service and billing issues.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

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