

March 21, 2001

POLICY FOR PREPARATION OF REQUESTS FOR SUPPLIES OR SERVICES

A. REFERENCES. DRMS Directive 4105.2, Policy for Preparation of Requests for Supplies or Services, October 28, 1996 (hereby superseded).

B. PURPOSE. This directive sets for the policy for preparing requests for supplies or services that must be attained through local procurement (DRMS-P). **Supersedes reference A.**

C. APPLICABILITY AND SCOPE. This directive applies to all acquisitions for supplies or services through DRMS-P.

D. DEFINITIONS. (Reserved for future use.)

E. POLICY. It is Government policy to purchase those supplies and services which are essential requirements to accomplish assigned missions. Only a duly authorized officer can obligate the Government for payment of money to a contractor for any purpose. Other officials obligating the Government create an unauthorized commitment and may be personally liable for the debt.

F. RESPONSIBILITIES.

1. **Directorate** of Planning and Resource Management (DLIS-R) is responsible for enter 00 Priority acquisitions into the Base Operating Supply System (BOSS) timely.

2. Directorate of Contracting (DRMS-P) is responsible for processing actions timely. All emergency acquisitions will be processed within 1 to 3 days.

3. Requesting Activities are responsible for ensuring items are mission essential, providing adequate specifications and funding, ensuring approvals are accomplished and actions are submitted timely.

G. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective **upon signature by the DRMS Executive Assistant.**

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/
JANINE DES VOIGNES
Executive Assistant

