

Form AG-609 replaces the TAEX D-754 form, used by units that are not on bookkeeping. If you are not on bookkeeping you must use the new AG-609 to request purchases through Ag. Program Purchasing. In addition, this same form is to be used by both TAES and TAEX administrative offices as it replaces purchase order request form (POR). However, any unit may use this tool to assist the unit purchaser in completing all information required to procure goods and services. Form AG-609 (Purchase Order Request) was developed to assist end users in completing the necessary information to begin the procurement process, as well as to provide units with a standardized purchase order request form for internal use.

The unit's trained purchasers will determine the purchasing process based on dollar amount of purchase, type of commodity or service, and the unit's dollar delegation. If the purchase exceeds the unit's dollar delegation, then the appropriate bookkeeping po will be forwarded to Ag. Program Purchasing for processing. For units that are not on the Bookkeeping System, the trained purchaser will forward the AG-609 to Ag. Program Purchasing for processing if the purchase exceeds the unit's dollar delegation.

If you have questions regarding your unit's delegated purchasing authority, please contact your unit trained purchaser (Bookkeeper) or Ag. Program Purchasing. Please remember that no commitment may be made to any vendor prior to:

1. Issuance of an approved bookkeeping po for purchases within the unit's dollar delegation if the unit is on bookkeeping.
2. Issuance of an approved bookkeeping po stamped "Approved by Ag. Program Purchasing" for purchases over the unit's dollar delegation or
3. Issuance of a signed FAMIS purchase order from Ag. Program Purchasing for purchases that exceed the unit's dollar delegation.

For ease in recording a minimum of three quotes (if required), refer to the informal Quote/Offer Tabulation Sheet.

3/6/01