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| <b>Title:</b><br><b>DOCUMENTATION</b>  |                        | <b>Contents:</b> <b>P-0600</b>                  |
|  |                        | <b>Submitted By:</b> <b>Purchasing Division</b> |
|  |                        | <b>Approved By:</b> <b>Purchasing Agent</b>     |
| <b>Effective Date:</b> <b>12-10-01</b> | <b>Supersedes No.:</b> | <b>Page No.</b> 1 of 1                          |

**Policy:**

Any conversations between the Purchasing Agent, the department, and/or the bidder/vendor that may impact prices, terms and conditions of a requisition, bid, or the purchase order, must be documented in writing by the Purchasing Agent.

**General Application:**

In the normal course of processing a requisition, the Purchasing Agent may receive telephone calls from the department regarding changes to their requisition. When evaluating bids, the Purchasing Agent may need to call bidders for bid clarifications. These and similar changes or clarifications will be documented by the Purchasing Agent in the event of a protest or misunderstanding at a later date.