

# PREFACE

## AGENCY PROCUREMENT AND SURPLUS PROPERTY MANUAL

September 1998 Edition

The *Agency Procurement and Surplus Property Manual (APSPM)* is published under the authority of Section 2.2-1111 of the *Code of Virginia*, and establishes the policies and procedures to be followed by State agencies and institutions in fulfilling procurement and related logistical responsibilities within their delegated limits. The Division of Purchases and Supply (DPS) of the Department of General Services (DGS) will from time to time issue Procurement Information Memorandums (PIMs) which are effective until included in a revision to the Manual or rescinded. Appendix C has been reserved for filing these memoranda. This edition of the *APSPM* applies to procurements initiated beginning September 15, 1998. It supersedes all previous editions and changes thereto.

The manual has been significantly reformatted, modernized and made more “user friendly.” Incorporated are recommendations received from an interagency task force as well as agency users. Their contributions are gratefully acknowledged. Every effort has been made to keep foremost in our mind its readability -- from senior administrators to newly hired entry level personnel responsible for processing day-to-day procurement transactions. Changes are intended to facilitate and simplify access to the wide variety of topics for those public employees having official responsibility for procurement transactions as enunciated in the *Virginia Public Procurement Act* in Title 2.2, Chapter 43. Copies may be obtained from DPS, downloaded from the DPS Bulletin Board and from the DGS/DPS home page: <http://www.dgs.state.va.us/dps>.

Comments, suggestions, and questions of interpretation are always welcomed and should be addressed to the staff at the Division of Purchases and Supply.

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