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PURCHASING OF SERVICES AND SUPPLIES

## **Purpose**

The purpose of this Guide is to describe the RBPD policy for the purchase, reception and storage of supplies and services that are required for calibration services.

## **Scope**

This Guide covers supplies and services purchased in support of the testing and/or calibration services offered by the RBPD. It does not cover such purchases as office supplies or other consumable products that do not directly affect the quality of work.

## **Definitions**

CPCS – Commerce Purchase Card System

## **Equipment**

N/A

## **Health & Safety Precautions**

Procedures for the reception and storage of reagents and laboratory consumable materials relevant for the tests and calibrations shall be included as part of the calibration service procedures.

## **Protocol**

Protocols for procurement of supplies, services, and depreciable equipment are based on NIST-wide policies.

When available, supply items are to be purchased from the NIST storeroom after obtaining an appropriate project/task number from the Group Leader.

CPCS purchases are used for non-storeroom items and services under \$3000. Records for all CPCS purchases are maintained by the card holder.

Purchases for items and services \$3000 or greater are processed through the NIST Procurement Office, and require a purchase order.

### *Approved suppliers*

Laboratories often must use supplies and equipment obtained from the lowest qualified bidder. As such, laboratory personnel can not evaluate suppliers, only

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their products or services. For items not put out to bid, it is left to the judgement of the calibration/testing staff to select the most appropriate supplier.

### **Acceptance Criteria**

Purchased supplies and services that affect the quality of tests and/or calibrations shall not be used until they have been inspected or otherwise verified as complying with requirements stated in the specifications of the purchase order. Records of the actions taken to verify compliance shall be maintained by each calibration service. Records of actions taken to check compliance should be noted either in logbooks or equipment files, as applicable.

If products or services do not meet the criteria, the (Division or Procurement) buyer is notified. In some cases, arrangements are made directly with the vendor to repair or replace the item.

### **References**

N/A

### **Records**

Credit Card Purchase Request  
Storeroom supply slips  
Purchase orders

### **Filing and Retention**

Per NIST procedures, the Group secretaries maintain purchase orders and CPCS buyers maintain purchase records. Records of actions taken to check compliance shall be maintained with other pertinent equipment/service documentation. All documentation on equipment should be maintained as long as the equipment is in service.