

Agency Purchasing Procedures Manual  
Revision Fifteen  
Overview of Changes

1. Introduction – Removes references to TOPS and replaces with Edison. Increases local purchase authority to \$25,000.00.
2. Communication Channel – Removes references to TOPS and replaces with Edison.
3. Definitions – no changes.
4. Abbreviations – Changes the TOPS referenced units of measure to the ANSI Standard units of measure used in Edison, with website location for complete listing of unit of measure abbreviations.
5. Terms – Removes references to TOPS and replaces with Edison.
6. Specifications – Removes references to TOPS and replaces with Edison. The word “record” changed to “recording” in Section 6.2.1. Space Action Request Transmittal Form link revised in Section 6.2.3.
7. Documents – Removes references to TOPS and replaces with Edison, updates purchase order and contract document information to reflect Edison documents. Updates local one bid purchase authority to \$5,000.00 and local three bid authority to \$25,000.00.  
7.2.2 #2 sentence changed to read “Purchase from Statewide Contract for any amount.” Former sentence read “Purchases made from Statewide contracts for any amount.”  
7.3 Inserted section reference number.
8. Document Elements/Terms – completely removed and replaced with new section titled “Items”.
9. Additional Approval – Removes references to TOPS and replaces with Edison.
10. Selection of Purchasing Techniques – no changes.
11. Purchase Techniques - Removes Internet Catalog Listing with Edison Item Master, removes other references to TOPS and replaces with Edison. Updates local one bid purchase authority to \$5,000.00 and local three bid authority to \$25,000.00.  
Deleted a strikethrough word and rule reference } removed in 11.1.1.  
Strikethrough period removed and another period added to rule reference in 11.1.2.

12. Bidding Policy – Removes references to TOPS and replaces with Edison. Increases local one bid purchase authority to \$5,000.00.
13. Bidding Guidelines - Removes references to TOPS and replaces with Edison.
14. Award Policy - Removes references to TOPS and replaces with Edison.
15. Public Access to the Bid Process - Removes references to TOPS and replaces with Edison. Increases local one bid purchase authority to \$5,000.00.
16. Special Instructions - Removes references to TOPS and replaces with Edison. Extra comma removed in first sentence in 16.1. Space added between “product” and “or” in Section #3 of 16.7. Fragmented sentence corrected in 16.13.1. Spacing issue corrected in 16.13.6.
17. Receipt, Storage and Inspection - Removes references to TOPS and replaces with Edison. 17.1.4 #4 had the hyphen and comma removed. #5 had an extra period removed in the first sentence. The last paragraph of 17.1.10 had an extra period in the first sentence removed. Second sentence of 17.2.3 had an “and” added before the last “the” and spacing corrected in the last sentence. The last sentence of 17.2.3 had a space added between the word “in” and “Edison”.
18. Inspection, Storage, and Issuance – Remove reverences to Inspection to Storeroom. Section 18.3, Evaluation of Products and Property, was inadvertently deleted and has been added back into the manual.
19. Vendor Complaints - Removes references to TOPS and replaces with Edison. The last items in 19.2.7 were numbered.
20. Compliance – Majority of the responsibilities for this section have been transferred to the Department of General Services, Division of Internal Audit and Compliance. Removes references to TOPS and replaces with Edison.
21. Payments - Removes references to TOPS and replaces with Edison. 21.1 #5 had a bullet point added.
22. Exemptions – adds fresh fruits, vegetables, asphalt, concrete and crushed stone for highway construction are exempt from the Purchasing Division. Removes references to TOPS and replaces with Edison. Increases local one bid purchase authority to \$5,000.00.

Exhibits – Remove all exhibits, except Definitions, Units of Measure and Energy Standards Products, Publication Authorization Form.

Note: spelling and grammar errors were corrected throughout the document and have been noted in the document.