



**MILITARY
DEPARTMENT**

STATE ACTIVE DUTY

SAD PROCUREMENT PROCESS OVERVIEW

- Determine the requirement (What do I need to complete this mission?)
- Identify a registered, validated vendor
- Complete the most current SAD Purchase Requisition (PR) form (see scmd.sc.gov)
- Submit the PR for approval
- Do not place an order or make a commitment to a vendor until you have a Purchase Order (PO) from the State
- Once you receive a PO, provide a copy of the PO along with vendor instructions (see scmd.sc.gov) to the vendor and place your order
- Receive the goods or services
- Get an invoice from the vendor
- Provide a copy of the invoice and the PO (and headcount sheets for meals) to the G-4 (the G-4 will review and forward the documents to the State)
- Follow up with the vendor to ensure they received payment

STATE ACTIVE DUTY PURCHASE REQUISITION

EVENT: _____

DATE: _____

PRINT OR TYPE

ITEM #	QTY	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	VENDOR INFORMATION	
					Vendor Name : _____	
					Address : _____	
					Phone # : _____	
					SC Vendor # : _____	
					REQUESTOR INFORMATION	
					Requested By : _____	
					Unit : _____	
					Cell Phone # : _____	
					Office Phone # : _____	
			Subtotal		Email : _____	
			Freight / Shipping		If this is a modification, the numbers/dollar amounts should reflect the new "Total", not the quantity or unit price you wish to change.	
			Sales Tax			
			Grand Total			
JUSTIFICATION: _____ _____ _____					The previous PO to be modified is: _____ _____ _____	
BN/TF APPROVAL		BRIGADE APPROVAL		J4/G4 APPROVAL		DODAAC
BN/TF S4 : _____		Bde S4 : _____		J4/G4 : _____		_____
Cell Phone # : _____		Cell Phone # : _____		Cell Phone # : _____		JULIAN DATE
Office Phone # : _____		Office Phone # : _____		Office Phone # : _____		_____
Email : _____		Email : _____		Email : _____		PR SERIES

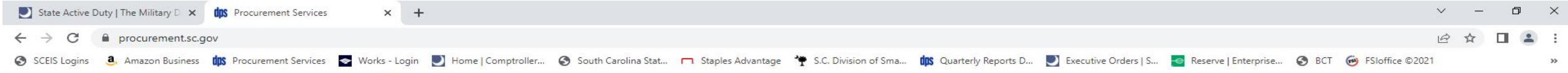
DETERMINE THE REQUIREMENT

- A detailed justification is required
- Note how you determined the quantity
- Provide as much detail as possible about the mission to include the Mission Assignment
- Note how the requirement relates to the mission

SAD VENDORS

- Vendors must be registered with the State of South Carolina
 - Go to procurement.sc.gov to find a listing of registered vendors. This is also where vendors will go to register
 - Under the “Doing Business With Us” tile, select “Vendor Search”
 - or
 - Go to scmd.sc.gov
 - Under the “State Operations” tab, go down to “State Active Duty” tab, scroll down to “Procurement”, and select “Sad Class I Vendors” or “Sad Vendor Listing”

PROCUREMENT.SC.GOV



- Home
- Audit & Certification
- Legal
- Political Subdivisions
- SCBO
- Training Opportunities

Notice To Our Users: For information regarding COVID Rental Assistance click here.

Statewide Term Contracts

Office of State Engineer (Construction)

Doing Business With Us

Office of State Procurement

- About Us
- Contact Us
- DisPatcheS Newsletter
- Energy Independence & Sustainable Construction Advisory Committee
- Iran Divestment Act
- Newest Content
- Public Meeting Notices
- State Agency & Local Procurement Officers

- Vendor Registration
- Vendor Search
- New Vendor Information
- Bidding Opportunities
- Submitting Offers
- Awarded Solicitations
- Agency Certification
- Protest & Dispute Decisions

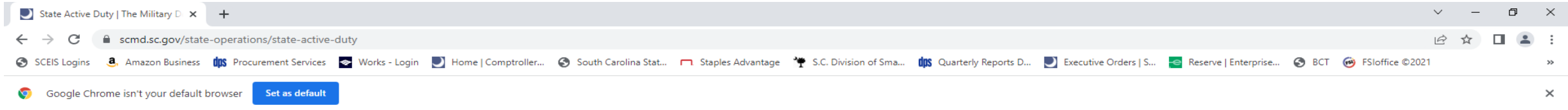
1201 Main St, Suite 300 | Columbia, SC 29201
MAIN: 803.737.0600 | FAX: 803.737.0639



- SITE MENU
- About Us
 - Contact Us
 - Disclaimer
 - Public Meeting Notices

- LINKS
- National Association of State Purchasing Officials (NASPO)
 - National Institute of Governmental Purchasing (NIGP)
 - Report Fraud (Office of Inspector General)
 - South Carolina Enterprise Information System (SCEIS)

SCMD.SC.GOV



Procurement

Click on a file to download.

[DP-5 - State Active Duty Purchase Request Form \(28 Apr 2021\).\(pdf\)](#)

[SAD Class I Vendors - \(07 April 2020\).\(pdf\)](#)

[SAD Vendor Documents 2022.\(pdf\)](#)

Travel

Click on a file to download.

[2022 Travel Authorization Form - \(01 Jul Update\) - 01 Jul 2022 \(xlsx\)](#)

[2022 Travel Reimbursement Form - \(01 Jul Update\) - 01 Jul 2022\(xlsx\)](#)

[CGO Form - Approval for Exceeding Travel Expense Limits - \(20 Apr 20\) \(pdf\)](#)

[CGO Travel - Travel Advance Request 20 Apr 20 \(pdf\)](#)

[CGO Travel Form 12-09 A - 05 Jun 20 \(pdf\)](#)

[CGO Travel Form 12-09 B - 05 Jun 20 \(pdf\)](#)

[CGO Travel Form 12-09 C - 20 Apr 20 \(pdf\)](#)

[Employee Travel - Rental Request \(pdf\)](#)

[State Of SC Meal Reimbursement Chart \(01 Jul 2019\) \(pdf\)](#)

MEALS

- Number of Soldiers X Number of days
- Justification – Relate to specific Mission Assignment
- DA 3032 (Head Count Sheet) – Signatures are required for each meal, **No One-Line Entries**
- If for any reason Soldiers are not available for signatures at the time the meal is served, you must get their signature as soon as possible
- **Do not** make copies of headcount sheets and submit with every invoice. A new headcount sheet must be signed for each meal
- If for any reason (must be a valid reason) you are invoiced for more meals than you have signatures, you must include a written explanation and include what was done with the “extra” meals
- The State will pay for up to three hot meals per day (Breakfast, Lunch and Dinner)
- The cost for meals must be reasonable
- The use of Federal MRE is not authorized on State Active Duty (without the specific approval of the USPFO). A resource request must be made through SCEMD for State MREs and bottled water.

FUEL

- Units will request and obtain fuel for military vehicles using your normal, established SOP (i.e., through your logistics system)
- A fuel card will be provided for rental vehicles. This is to be used for fuel for rental vehicles only. You will be provided a PIN and must pick-up the card from the TAG building.
- Fuel for chainsaws or other equipment being used for the mission will be purchased using the Armory's Unit Maintenance Fund. Units must identify the use of the funds for SAD when they submit their monthly report and when they submit for reimbursement.

SHOWER TRAILERS/ PORTABLE TOILETS

- Justification is required
 - Why is this needed? (# of personnel, # of available showers, availability of power, etc.)
 - How long is this needed?
 - Must identify Mission Assignment of unit(s)
- Think through all details ...
 - Is power required?
 - Is water required?
 - Will waste need to be removed before the end of the event?
- PR should have a line for each item

LAUNDRY

- Justification is required
 - Why is this needed? (# of personnel, availability of laundry facilities, expected # of days of mission, etc.)
 - How long is this needed?
 - Must identify Mission Assignment of unit(s)
- Laundry Trailers
 - Is time available for Soldiers to do laundry?
 - Is power and water available?
 - How will you dispose of / store waste/brown water
 - Will waste/brown water need to be removed before the end of the event?
- Laundry Service
 - Using a laundry service or dry cleaner vendor is more cost and time effective than using a laundry trailer
 - Wash and fold only

VEHICLE RENTAL

- Units will utilize their organic vehicles for transportation of personnel and equipment
- The unit must submit a “Travel Authorization Form” and a copy of the Driver’s SAD Orders (see scmd.sc.gov) for all Drivers. For all driver(s), the unit must also submit a “Employee Travel” - Rental Request (see scmd.sc.gov).
- Requests are submitted through the unit (Supervisor), to the J-3 (reviewer) to the Chief of Staff for State Operations who is the approval authority for all State Travel Requests
- The request must be approved before a vehicle will be reserved/rented – **No Exceptions**
- All vehicle reservations and rental are done by State Procurement. Units or individuals are not authorized to rent vehicles
- Multiple drivers are allowed, but **all** potential drivers must be present when the vehicle is picked up and must present a valid driver’s license
- The State will provide a fuel card and PIN. This is to be used for the rental vehicle **ONLY.**

MISCELLANEOUS NEEDS

- A PO is required for any miscellaneous needs (Examples include bug spray, sunscreen, ice, etc.
- Specific justification is required
- Provide as much detail as possible
- Must be related to the specific Mission Assignment

JUSTIFICATION REQUIREMENT

- Provide details
- Everything must be related to the mission and the mission assignment
- Be specific
- Must “stand alone” as the means for justification
- Must meet the “common sense” rule

SAD INVOICE PAYMENT PROCESS

- Once you have received goods or services, then obtain an invoice from the vendor
 - The State **does not** pay in advance
 - The State **does** pay Sales Tax
- Scan and email a copy of the invoice, the PO, and any other required documentation (such as headcount sheets) to the G-4
 - The documents **must** be in this order, there **must be one** pdf file per invoice
- After review, the G-4 will forward the documents to State Procurement
- State Procurement will review the documents and forward the packet to State Accounts Payable for processing
- The State Treasurer will pay the vendor directly by check or Electronic Funds Transfer(EFT)

CONTACT INFO

Mrs. Ginny Reedy

State Operations, Director of Procurement

- Ginny.Reedy@SCMD.SC.GOV
- Office - 803-299-1626
- Cell - 803-722-0012

Mrs. Becky Dabney

Procurement Specialist II

- Becky.Dabney@SCMD.SC.GOV
- Office – 803-299-1624
- Cell – 803-830-0794