



STATE ACTIVE DUTY

SAD PROCUREMENT PROCESS OVERVIEW

- Determine the requirement (What do I need to complete this mission?)
- Identify a registered, validated vendor in the State of SC Procurement system
- 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 in your hand
- 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 J-4 (the J-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 # :	
Note: Meals require signatures on a DA Form 3032, one-line entries are not authorized.		Subtotal			Email :	
		Freight / Shipping				
		Sales Tax			If this is a modification, the numbers/dollar amounts should reflect the new "Total", not the quantity or unit price you wish to change.	
		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 OP Order etc.
- Note how the requirement relates to the mission
- Who, What , Where, When & Why

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”

DO NOT USE YOUR GPC


DO NOT ORDER MEALS UNTIL YOU HAVE A PO IN YOUR HAND

PROCUREMENT.SC.GOV

State Active Duty | The Military D... x dps Procurement Services x +


procurement.sc.gov


SCEIS Logins Amazon Business dps Procurement Services Works - Login Home | Comptroller... South Carolina Stat... Staples Advantage S.C. Division of Sma... dps Quarterly Reports D... Executive Orders | S... Reserve | Enterprise... BCT FSloffice ©2021


 Division of Procurement Services


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

[Vendor Registration](#)

[Vendor Search](#)

[New Vendor Information](#)

[Bidding Opportunities](#)

[Submitting Offers](#)


[Awarded Solicitations](#)

[Agency Certification](#)

[Protest & Dispute Decisions](#)

Notice: Most User, Vendor, and Contractor Information is SC 2020

MAIN: 803.737.0600 | FAX: 803.737.0639

 advise, acquire & administer

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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 \(SCEIS\)](#)

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<https://procurement.sc.gov/doing-biz>

SCMD.SC.GOV

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Click on a file to download.

[DP-5 State Active Duty Purchase Request Form - 28 Jul 2022 \(pdf\).](#)

[DP-5 - State Active Duty Purchase Request Form \(Instructions\) - 28 Jul 2022 \(pdf\)](#)

[SAD Class I Vendors - 18 May 2023 \(pdf\)](#)

[Information for SAD Vendors - 25 Jul 2022 \(pdf\)](#)

SAD Vendor Listings - 28 Jul 2022 (pdf).

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2025 Travel Authorization Form - 01 Jan 2025 (xlsx)

[2025 Travel Reimbursement Form - 01 Jan 2025 \(xlsx\)](#)

[CGO Form - Approval for Exceeding Travel Expense Limits - 20 Apr 2020 \(pdf\)](#)

[Employee Travel - Rental Request - 05 Aug 2024 \(pdf\)](#)

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

MEALS

- Number of Soldiers X Number of days
- Justification – Relate to specific Mission Assignment/Op Order
- DA 3032 (Head Count Sheet) – Signatures are required for each meal. No one-line entries **unless** approved by the J-4
- 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 vendor must be in close proximity to the facility
- 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 or purchased through the PR process depending on the situation.

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 unless a fuel card is provided. Units must identify the use of the funds for SAD when they submit their monthly report and when they submit for reimbursement. Fuel is the **ONLY** thing that can be purchased using the unit maintenance fund.

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 copy of the Driver's SAD Orders (see scmd.sc.gov) for all Drivers. Additionally, the unit must also submit a "Employee Travel" - Rental Request (see scmd.sc.gov).
- Requests are submitted through the unit (Supervisor), to the J-4 and finally to State Procurement.
- The request must be approved before a vehicle will be reserved/rented – **No Exceptions**
- All vehicle reservations 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.**

Travel Authorization

- A Travel Authorization form is required if a SM is going to be reimbursed for any out of pocket expenses. For example: If there is a need for a SM to stay in a hotel, or eat off of the economy.
- Travel Authorizations must be approved by a supervisor, the J3 and the Chief of Staff for State Operations **prior** to the SM incurring any expenses.
- SM will be reimbursed for meals according to the State of SC Meal Reimbursement Chart
- SM will be reimbursed the total amount for hotel stays as long as the rate is at or below the GSA rate.

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, in the order instructed above
- 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

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