



**MILITARY
DEPARTMENT**

STATE ACTIVE DUTY

SAD PROCESS OVERVIEW

- Determine the requirement
- 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 |

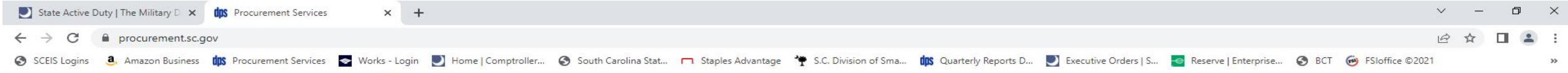
DETERMINE THE REQUIREMENT

- 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




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- State Agency & Local Procurement Officers



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

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



- SITE MENU
- About Us
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 - 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

State Active Duty | The Military D x +

scmd.sc.gov/state-operations/state-active-duty

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

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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)

FUEL

- Units will request and obtain fuel for military vehicles using your normal, established SOP (i.e., through your logistics system)
- Fuel for rental vehicles will be purchased by the driver and reimbursed by the State to the individual once they submit their Travel Reimbursement Form with all required documentation
- 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”, “CGO Travel Form 12-09 A”, and a copy of the Driver’s SAD Orders (see scmd.sc.gov) for all Drivers. For the primary driver, 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 is not able to provide a gas card
- Gas purchases will be reimbursed once a Travel Reimbursement Form is submitted, with all supporting documentation and receipts, and approved

MISCELLANEOUS NEEDS

- A PO is required for any miscellaneous needs (Examples include bug spray, sunscreen, ice, bottled water, 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, 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)

Mrs. Ginny Reedy

State Operations, Director of Procurement

- morgansv@tag.scmd.state.sc.us
- Office - 803-299-1626
- Cell - 803-722-0012

VEHICLE DISPATCHES

- Must dispatch vehicles to the correct mission and prior to departing Home Station
- Vehicles must be dispatched to a driver who is on SAD
- A driver can only be dispatched for one vehicle
- All information on the dispatch must be correct (out date/time/miles, in date/time miles, etc.)
- Alternate drivers can operate the vehicle; however, they must:
 - Fill in the information and sign the dispatch as the Alternate Driver
 - Account for their date/time/mileage
 - Be approved by the Commander

CHAINSaws

Units that currently have state issued chainsaws

- 151 ESB, QTY: 4
- 1050 Trans BN, QTY: 9
- HHC 1-118 INF BN, QTY: 4
- 122 EN BN, QTY: 37
- 263 AAMDC, QTY: 4
- 178 EN BN, QTY: 63
- HSC 351 ASB, QTY: 4



- On monthly basis do PMCS to insure operations
- Report any missing/damaged chainsaws to Ray Worthy at: worthyr@tag.scmd.state.sc.us
- Treat chainsaws just like a vehicle, must be in your box, and **dispatched out to a soldier**