

# Georgia Department of Public Safety Policy Manual

EXHIBIT <b>ORDER OF PRECEDENCE</b>	EXHIBIT NUMBER <b>7.17-1</b>
REFERENCE <b>PURCHASING CARD</b>	DATE <b>8/3/2018</b>
	EXHIBIT REVIEWED <b>8/3/2018</b>

## The Order of Precedence! Purchasing in the State of Georgia

Did you know that you must first check with Mandatory sources before going out to the Open Market to procure goods and services? No? Compliance with the Order of Precedence is **mandatory**. Information regarding the Order of Precedence can be found in the Georgia Procurement Manual (GPM) in Section 1.3.

There are **three questions** that you should ask yourself when you find that there is a need to purchase a good or service:

1. Is the needed good/service exempt from the State Purchasing Act?
2. Can the needed good/service be satisfied through the use of an existing contract or established and approved source of supply?
3. Is special approval necessary?

If the procurement professional determines that the needed good/service is **not** exempt from the State Purchasing Act or the competitive bidding requirements have not been waived, the next key question is whether a current contract exists to satisfy the purchasing need or whether the procurement professional will need to conduct a sourcing event. To answer this question, the procurement professional must follow the Order of Precedence, beginning with Tier 1 mandatory statewide contracts to Tier 2 (existing state entity contracts ), Tier 3 (statutory sources), and continuing to Tier 4 (convenience statewide contracts GEPS products, piggyback purchases, open market), as defined in the diagram below.

