

**PURCHASING**

**COOP PURCHASE ROUTING GUIDE**

Revised 08/06/20

**CPPC30034902302438**

Tasks	Route	Initials	Date
1. Preliminary Tasks/Verifications	Buyer	__JDG__	__3/29/23__

Task/Verification Checklist: The buyer checks off each item after completing the task/verification or writes in "NA" (non-applicable) next to the item.

(A) Coop Review/Justification __JDG__	(B) Federal Suspension – SAM.GOV __JDG__	(C) Purchasing Suspension List JDG__
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2. Approval on Coop Justification Memo

Initial:	Supervisor: JLR	Section Manager: TLS	Asst Director: _____
Date:	4/20/23	5/4/23	_____

3. Verification Checklist: Buyer \_\_JDG\_\_ 5/17/23

The buyer checks off each item after completing the verification or writes in "NA" (non-applicable) next to the item.

(A) Section 34.040.7, RSMo __JDG 3/29/23__	(B) E-Verify Exhibit/ Affidavit/ Documentation __JDG 5/17/23__
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4. Prepare Coop Contract Document (Coop Template Cover Page/Contract Document/Letters/Ts and Cs) Buyer \_\_JDG\_\_ 3/30/23

5. Approve Coop Contract Document

Initial:	Supervisor: JLR	Section Manager: TLS
Date:	4/20/23	5/4/23

6. Send Coop Contract Document to Contractor for Signature Buyer/Section Support \_\_JDG\_\_ 5/15/23\_\_

7. Prepare to Award Coop Contract/Purchase Order Buyer \_\_JDG\_\_ 5/26/23

Verification Checklist: (if not already completed in Step 3). The buyer checks off each item after completing the verification or writes in "NA" (non-applicable) next to the item.

(A) Section 34.040.7, RSMo _____	(C) Anti-Discrimination Against Israel Exhibit _____	(D) Statewide Notice No _____ Yes <u> X </u>
(B) E-Verify Exhibit/Affidavit/Documentation _____		

8. Prepare Coop Contract Award/Prep for Imaging Buyer Section Support \_\_JDG\_\_ 5/17/23

9. Approve, Sign Award Buyer \_\_JDG\_\_ 5/26/23

Initial:	Supervisor: JLR	Section Manager: _____	Asst Director: _____	Director: _____
Date:	5/26/23	_____	_____	_____

10. **Enter into SAM II** Buyer/Section Support DJ 5/30/23

AM 300 PMM 96074 PC \_\_\_\_\_

11. Finalize PO Award (if applicable) Buyer \_\_\_\_\_

Section Support \_\_\_\_\_

12. Finalize Coop Contract Award Section Support DJ 5/30/23

13. **Image Folder** Central Support TT 5/30