

INSTRUCTIONS TO USE THE PROCUREMENT REQUISITION (PR)

Effective 14th June 2021, all Procurement Requests must be submitted using the attached PR.

For further clarification or information, please feel free to contact the Procurement Unit at procurement@health.gov.tt or at extensions 1323, 1349, 1678 or 1318.

STEPS TO COMPLETE PROCUREMENT REQUISITION

| STEPS | DESCRIPTION |
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| 1. | All fields on the form must be fully completed. Incomplete fields may result in the Procurement Requisition (PR) being rejected |
| 2. | All fields on the PR must be filled out on a computer (typed, not hand-written} |
| 3. | Attention should be paid to the five (S) categories of PRs to ensure that the relevant category is used, based on the type of item being requested |
| 4. | For items with multiple specifications that cannot fit on the PR, supporting documents may be attached to the PR |
| 5. | The Finance and Accounts department must be contacted by the Requester to confirm the availability and source of funding before submitting the PR |
| 6. | After completing the PR on the computer, it must then be printed on Legal sized (8.4" x 14"), paper and signed by the requesting Head of Department/Unit/Division |
| 7. | After the PR is signed by the Head of Department/Unit/Division, the PR must be submitted on file to obtain non-objection from the Permanent Secretary, Deputy Permanent Secretary or Chief Medical Officer, as applicable. |