

Department of the Interior Departmental Manual

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Series: Property and Services

Part 404: Procurement Planning

Chapter 4: Definitions

Originating Office: Office of Acquisition and Property Management

This chapter has been given a new release number.* No text changes were made.

404 DM 4

4.1 Procurement Administrative Lead Time. The time required by a contracting office to go through each of the steps necessary to award a contract. It is measured from the receipt of a fully coordinated purchase request or authorization to the actual physical distribution of the subsequent contract to a contractor.

4.2 Purchase Request or Authorization. A completed and approved requisition (Form DI-1 or equivalent), including fund certification and including a full description of the product or services to be acquired, with a copy of all necessary drawings, specifications and advance approvals.

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