**Regional Purchasing Agent Instructions**

**STATEWIDE FULL-SERVICE TITLE SEARCH SERVICES**

**FOR HIGHWAY IMPROVEMENT PROJECTS**

**Bid #270550: Contracts #407187-407231**

Updated 01/07/14

1. Regional Real Estate (RE) contract administrator will complete a purchase requisition with these details:
2. Vendor Name
3. FEIN Number
4. Contract Number, Line Number and Quantity of each report or map
5. Project ID
6. One-sentence description of work (add this at end of first RMOD), plus the statement: “Work to be performed per attached documents.”
7. Any special notes you may need to add to the RMOD. (See note below.)

2. Look up Vendor Name on attached Notification of Award of Annual Contract. Verify by FEIN number and Line Number(s) for correct contract.

1. Process Contract Release Order through TIPS.

4. “Agency Copy” of purchase order will be sent to the regional purchasing agent. Forward a copy to appropriate RE contract administrator.

5. Work out invoice approval procedure with your regional RE contract administrator. (Southeast region, the invoices are received by the purchasing agent, who then sends a simple email message to the contract administrator asking, “Is it okay to pay $$$, to... for...?”).

6. Regional RE contract administrator will tell regional purchasing agent when it is okay to close the purchase order. This can be done at the same time approval to pay the last invoice is made.

Any questions about these instructions or the contracts, contact suzanne.kostic@dot.wi.gov; (608) 267-2837.