

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## PROCUREMENT POLICY AND PROCEDURES - WORD MATCH\_6-2019sg

- |   |                                  |
|---|----------------------------------|
| 1. A resource list of approved purchasing authority categories, sub-categories, and dollar threshold limits.                                  | A. P-Guide                       |
| 2. Which departmental resource material can you find information on splitting orders?   | B. HPM 11.2, Chapter 7           |
| 3. Signature Authority is in HPM 11.2, Chapter 7, Annex ____?   | C. P-Guide Section 7-10          |
| 4. Where can I find step-by-step instructions on how to conduct a purchasing activity for the requested or current approved dollar threshold? | D. HPM 11.2, Ch 17               |
| 5. What is the policy called requiring every staff person involved in the procurement process to sign?  | E. HPM 11.2, Ch 7                |
| 6. Separation of Duties is found in what departmental resource manual/guide?  | F. HPM 11.2, Ch 3                |
| 7. Where to located policy requiring seller's permit for all purchases of goods?  | G. Annex A                       |
| 8. Where in HPM 11.2, Chapter 7, is information on policies and procedures for conducting NCB purchases?                                      | H. P-Guide                       |
| 9. LTB is the acronym for _____?  | I. CHP 78S, Conflict of Interest |
| 10. Where can I found policy on P-Card?   | J. B                             |
| 11. Official procurement file procedures is in what manual/guide?   | K. Limited to Brand              |
| 12. Defining an IT procurement is in _____?   | L. PAA                           |