

Procurement Specialist Checklist

Responsible for receiving directions from Procurement Leader, performing research, completing procurements, securing delivery and invoice.

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Get incident briefing from Procurement Unit Leader		
2. Work the mission folder by		
3. Complete vendor research via database & regular methods (state contracts, MFMP, internet etc.)		
4. Obtain quotes if applicable		
5. Determine availability & delivery information		
6. Make purchase via P-card or Purchase Order & instruct vendor where to send invoice		
7. Turn folder back in to the Procurement Unit Leader		
8. Follow up with vendor for delivery and invoice if necessary.		
<i>Within Two Operational Periods</i>		
1. Work the mission folder by		
2. Complete vendor research via database & regular methods (state contracts, MFMP, internet etc.)		
3. Obtain quotes if applicable		
4. Determine availability & delivery information		
5. Make purchase via P-card or Purchase Order & instruct vendor where to send invoice		
6. Turn folder back in to the Procurement Unit Leader		
7. Follow up with vendor for delivery and invoice if necessary.		
<i>Each Operational Period</i>		
1. Work the mission folder by		
2. Complete vendor research via database & regular methods (state contracts, MFMP, internet etc.)		
3. Obtain quotes if applicable		
4. Determine availability & delivery information		
5. Make purchase via P-card or Purchase Order & instruct vendor where to send invoice		
6. Turn folder back in to the Procurement Unit Leader		
7. Follow up with vendor for delivery and invoice if necessary.		
<i>Upon Demobilization</i>		
1. Debrief with Procurement Unit Leader to ensure all purchases are complete.		