

Chapter 2

Minimum Need and Funding

2.1 The Minimum Need for a Good or Service

District government agencies serviced by OCP always have a need for a particular good or service. When a need arises, it is essential that an agency consults with OCP to conduct an assessment of that need through the five following steps:

- *Identifying Minimum Need*
- *Preparing Annual Procurement Plans (APP)*
- *Preparing Procurement Packages*
- *Creating Requisitions in PASS*
- *Securing Requisition Approvals*

2.2 Need and Funding Process – Flow Chart

