

# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-B-12
		Effective 4-1-00
Section STATEWIDE CONTRACTS AND STANDARDS	Agencies Affected ALL	Replaces 9-1-91
Title PROCUREMENT INFORMATION MEMORANDUM (PIM)		Page 1 of 1

AUTHORITY: [Wis. Stats. 16.71](#)

SCOPE: - to define the Procurement Information Memorandum  
- to explain the use of the Procurement Information Memorandum

- CONTENT: I. The "Procurement Information Memorandum (PIM)" is a tool used by the director of the State Bureau of Procurement to communicate immediate information, pertinent legislative mandates and administrative policy changes. The PIM will give notification of these mandates and changes with interim instructions until formal policies and procedures can be developed, reviewed and formally incorporated in the State Procurement Manual or until the directive has been rescinded.
- II. The Bureau posts Procurement Information Memorandums on VendorNet. The agency contacts on [PRO-A-7](#), Directory of State Bureaus of Procurement/Transportation and State Agency Purchasing/Printing Offices, receive e-mail notification of new Procurement Information Memorandums. Agencies should disseminate PIM information to applicable program areas when necessary.
- III. PIMs are sequentially numbered and assigned effective dates. A PIM will stay in effect until it is either replaced by a State Procurement Manual update or abolished. All PIMs should have a life expectancy of no more than one year unless specifically noted.
- IV. PIMs do not constitute purchasing authority and are not to be used in the same way as a State Procurement statewide contract. PIMs should not reference specific commodity codes or contract numbers and agencies will not reference PIM numbers in the contract number field on purchase orders.
- V. See [PRO-B-10](#), Index of Procurement Information Memorandums (PIMs).

Authorized:



Director  
State Bureau of Procurement