

DEO IRA PCard Process

In an effort to streamline the purchasing process, the IRA Form is required only for **PCard** purchases not processed through MyFloridaMarketPlace (MFMP) for the following IT products/services:

- Laptops
- Desktops
- Printers / Scanners
- Servers
- New Software (not renewals)
- IT Training
- Mobile Storage Devices, i.e., thumb drives, external hard drives, etc.
- Desk and Conference Phones

The IRA Form is available in the “[Forms Directory](#)” (under Information Technology) on the Internet and is revised as follows:

- Line 1 – list the quantity, cost, and item description
- Line 2 – provide justification for the IT purchase and attach quote
- Line 3 – obtain signature of authorized approver
- Line 4 – obtain signature of CIO or Deputy CIO

If procuring products that include cloud storage, please complete the “DEO Security Agreement for the Procurement of Software as a Service,” and ensure that it is signed by the Authorizing Official (the individual with authority to assume responsibility for operating the system, typically a Bureau Chief of Division Director) and the CIO. This form is also available in the DEO “Forms Directory” under Information Technology.

As always, you must procure and pay for all purchases in accordance with DEO Purchasing policies and procedures and State of Florida expenditure guidelines. The PCard is for official state business only.

For all other purchases of IT products/services, please follow DEO Purchasing procedures for MFMP.

Should you have questions regarding the IRA process, please contact Tameka Freeman at 921-3430. For questions regarding PCard purchases, please contact Steven Radford at 245-7358, and for questions regarding Purchasing procedures, please contact Vincent McKenzie at 245-7463.