

## **MISSOURI VOCATIONAL ENTERPRISES (MVE) RELEASE (WAIVER) PROCESS INSTRUCTIONS**

**Intent:** The intent of this updated process is to provide MVE customers with purchase release review and/or approval within a two-day timeframe.

**Certificate of Release:** Requests for purchase releases should be submitted prior to purchase from an outside source.

**Note: Excel version of the Certificate of Release must be requested from MVE. This will allow you to add data to the Excel form.**

**The posted version will be in a PDF file, which can only be view and printed.**

- **No prior approval**  
If a SAMII document is entered that requires MVE Resource Manager approval and a waiver has not been requested in advance, MVE will review the specifications for the commodity code line(s) on the Requisition Text (RXTX) table for an NR or RXQ document or the Purchasing Text (PTEX) table for a PDQ or PGQ document to make a determination. This process will take longer than if the release is received prior to processing the SAMII document.
- **Prior approval**  
Put the Certificate of Release number in the Comment field of the procurement document (NR, RXQ, PDQ, or PGQ).

NOTE: Of the six types of SAM II purchase order documents, only the PDQ or the PGQ documents may be utilized when Resource Manager approval is required.

### **Instructions for Submittal Via Fax:**

1. Submit the Certificate of Release via fax to 573-751-9197; Attention: MVE Waiver Request. The request must include the following information:
  - a. An explanation of the basis for the release request
  - b. Contact name
  - c. Contact telephone number
  - d. Contact fax number
  - e. Item description and quantity to be purchased
  - f. Justification of why the item(s) cannot be provided by MVE (i.e.; delivery requirements, cost, style issues, etc.)
2. Upon receipt of the faxed release request, MVE will provide approval/disapproval within two (2) business days.

3. When the approval/disapproval has been issued, MVE will fax a copy of the release, or notification of its disapproval, to the contact person listed on the request form. If the release is approved, the following will apply:
  - a. MVE will issue a Certificate of Release number.
  - b. Upon opening the SAMII purchasing document, the Certificate of Release number issued by MVE shall be typed into the Comment field of the SAMII purchasing document (NR, RXQ, PDQ, or PGQ).
4. MVE will be reviewing the documents for this Certificate of Release number, and will be able to process the on-line approval in a timely manner.

**Instructions for Submittal Via Outlook E-Mail:**

1. Submit the Certificate of Release via outlook e-mail to:

[mveresourcemgr@doc.mo.gov](mailto:mveresourcemgr@doc.mo.gov).

The request must include the following information:

- a. An explanation of the basis for the release request
  - b. Contact name
  - c. Contact telephone number
  - d. Contact fax number
  - e. Item description and quantity to be purchased
  - f. Justification of why the item(s) cannot be provided by MVE (i.e.; delivery requirements, cost, style issues, etc.)
2. Upon receipt of the release request, MVE will provide approval/disapproval within two (2) business days. The form will be printed, appropriate information handwritten on the form, and returned to the customer via fax. This will ensure a clean audit trail for MVE records. If the release is approved, the following will apply:
  - a. MVE will issue a Certificate of Release number
  - b. Upon opening the SAMII purchasing document, the Certificate of Release number issued by MVE shall be typed into the Comment field of the SAMII purchasing document (NR, RXQ, PDQ, or PGQ).
3. MVE will be reviewing the documents for this release number, and will be able to process the on-line approval in a timely manner.

### **Instructions for Determining Release Status in SAMII:**

1. **Requisition Documents:** Go to the RQST screen and enter the requisition number.
  - a. Status “AFZ” – the requisition line is accepted and frozen.
  - b. Status “WRM” – the requisition line is awaiting Resource Manager approval/disapproval.
  - c. Status “RUF” – the requisition line is unfrozen.
  - d. Status “MFZ” – the requisition line has been modified and is frozen.
  - e. Status “APP” – the requisition line has been approved by the Resource Manager. The Resource Manager code (“MV”) will appear in the Description field and the last name of the Resource Manager will appear in the Vendor Number field.
  - f. Status “DIS” – the requisition line has been disapproved by the Resource Manager. The Resource Manager code (“MV”) will appear in the Description field and the last name of the Resource Manager will appear in the Vendor Number field.

Other requisition status codes are defined on the Requisition Status Code (RSTA) table.

2. **Purchasing Documents:** Go to the OPHD screen and enter the purchasing document number.
  - a. Select the “Controls” View
  - b. In the lower right corner there is a field labeled “Outstanding Approvals”
    1. This field defaults to the number of approvals that need to be applied to the commodity line(s) before the order is fully approved and available on PCHD or ODPO.
    2. MVE staff will check the block, as necessary, to ensure that no line items were overlooked in the approval process.

### **Instructions for PCard Purchases:**

1. Releases for P-Card purchases should be obtained in advance of the purchase.
2. For purchases under \$3,000, the Certificate of Release number should be entered in the Description field of the PVQ document. The Certificate of Release must be kept with the UMB statement and purchasing documents for audits.
3. For purchases over \$3,000, the Certificate of Release number must be entered in the Comment field of the procurement document (NR, RXQ, PDQ, or PGQ).

NOTE: Of the six types of SAM II purchase order documents, only the PDQ or the PGQ documents may be utilized when Resource Manager approval is required.

**Problem Resolution:**

If, after two working days, you have not received a response from MVE you may contact the appropriate MVE staff at 573-522-2939 or 573-522-2940 for a status update.



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS

**CERTIFICATE OF RELEASE**

MISSOURI STATUTES 217.575

DATE	RELEASE NUMBER
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<b>Requesting Agency:</b>  <b>Street Address:</b>  <b>City, State, Zip:</b>	<b>Contact Person</b>
	<b>Phone Number</b>
	<b>Fax Number</b>

ITEM NUMBER	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE

**Why is a waiver requested:?**

**This section for MVE use only.**


MVE ADMINISTRATOR	BY	TITLE
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