

Part I Chapter 10 Contract Formats

- A. Agencies should utilize Document Builder to prepare contracts and purchase orders. The usage of Document Builder will eliminate the requirement to use multiple paper forms since the appropriate required forms are built into the system. Using the system also reduces approval time as the documents prepared in Document Builder are preapproved.
- B. To the extent that a paper document is required, contracts and orders shall be prepared on the forms found at the DGS website:
<http://www.dgs.pa.gov/State%20Government/Materials-and-Services-Procurement/Procurement-Forms/Pages/default.aspx>
- C. **Preapproved Forms.** Some DGS forms are preapproved by the Office of General Counsel (OGC) and the Office of Attorney General (OAG). These forms were submitted and preapproved for a specific use by DGS, the agency counsel, OGC, and OAG. Preapproval should be indicated on the form and should include a preapproval identification number and date. The forms must be used in the approved format without revisions.