



# Missouri State Recycling Program

Office of Administration Division of Purchasing & Materials Management PO Box 809 Jefferson City MO 65102-0809

## Recycling Request Procedures

To obtain assistance in paying for recycling related expenses, a state agency may submit a recycling request form to its MO Interagency Recycling Committee (MIRC) member. A listing of agency MIRC members can be found at <http://www.oa.mo.gov/purch/recycling/mirc.pdf>. MIRC members will work with the requesting agency to meet the following requirements.

### All Requests

1. Forward a completed Recycling Program Request Form to the Recycling Program (RP) at [recycling@oa.mo.gov](mailto:recycling@oa.mo.gov) or faxed to (573) 526-9815 for review and approval **before the purchase is made**. A request form is available at <http://www.oa.mo.gov/purch/recypro.html>
2. If the purchase is for equipment, the agency will need to complete the Recycling Equipment Request form in addition to the Recycling Program Request Form. The Recycling Equipment Request Form is located at <http://www.oa.mo.gov/purch/recycling/equipreq.pdf>
3. If the request is denied, the agency will receive an e-mail stating the reason for the denial.
4. If the approval is granted, the state agency will receive an e-mail with the approval number.

### Requests Under \$3000

1. Once approved, state agency may proceed with purchase of requested item.
2. Purchase should be made **within 30 days of approval date**.
3. The agency will have the items shipped to the agency's location, but billing information must be sent to **OA/DPMM/Recycling Program PO Box 809 Jefferson City, MO 65102**
4. When the invoice is received by the RP, the RP will email the requesting agency to verify that the product or service has been received. Once email confirmation has been received from the requesting agency, the RP will proceed with payment of the invoice.

### Requests Over \$3000

1. The requesting agency must supply the RP with specifications for the requested item along with at least 3 vendor names and contact information.
2. The RP will obtain bids through the competitive bid process and make the award.
3. Once a bid is awarded, the RP will notify the agency with the vendor name, number, and pricing in order for the agency to proceed with the purchase. An email from the requesting agency to verify the product or service has been received will be required for payment documentation. Any property requiring an inventory tag will be logged as property of the Office of Administration.

### **Acceptable & Unacceptable Recycling Requests**

Some of the items the RP has previously approved have included: standard recycling containers and boxes, recycling container liners, lime and sawdust (for composting), recycling conference registration, banding (for recycling cardboard), baling wire, and balers. The above list shall not be interpreted as being an all inclusive listing but should serve as a guide to follow when submitting purchase requests.

Some of the expenses that will not be paid by the RP fund are clothing, exhaust fans, heaters, vehicles or trailers (including preventive maintenance and repairs), tools, repairs or parts on equipment that was not purchased with recycling program funds, concrete, hand pallet jackets, or dollies.

For further assistance, please contact the RP at 573-751-2387 or [recycling@oa.mo.gov](mailto:recycling@oa.mo.gov).