



Province of
British Columbia
Ministry of
Forests

Prince George REGION

Standard Operating Procedure

Number: 3.3

SUBJECT:

RADIO EQUIPMENT PURCHASING

CHAPTER

3

Tech. &
Admin.
Services

SECTION

12.1

PURPOSE:

To standardize the receipt process for radio equipment ordered by Districts or Sections.

PROCEDURES:

All District or Section orders for radio equipment are to show the following address in the "Deliver to" Window of the POSO.

Ministry of Forests
Electronics
3980 – 22nd Avenue
Prince George, BC
V2N 3A1

or
Ministry of Forests
Electronics
8808 72nd Street
Fort St. John, BC
V1J 3A3

This will enable the technicians to verify the equipment is in working order, the equipment is marked as belonging to the Ministry, appropriate frequencies programmed into the radio and frequency cards made, radio licences processed and the unit assigned an F.S. number and entered into FAMS II.

The packing slip will be signed "goods and services received" and forwarded to the spending authority.

Equipment will then be reshipped to the appropriate District/Section.

DATE

January 23, 2001

ORIGINATOR (TITLE)

Technical Support Officer

PAGE

1 of 1

