**Section 2000.600 General**

The Director of Purchasing shall consider all protests or objections regarding a procurement action which are timely submitted. If the protest or objection is oral and cannot be immediately resolved, written confirmation must be timely submitted as shown below. If the written protest is not received by the time specified, the oral protest may be disregarded and award may be made in the normal manner. Each protest or objection must contain a full and concise statement of the facts and circumstances of the action which is alleged to be objectionable, why the action is objectionable legally or otherwise and a statement of the relief sought. The Director of Purchasing may require additional details if the protests or objection fails to meet the requirements listed in this Section. Failure to supply information requested by the Director of Purchasing will be cause for dismissal of the protest.