



ADMINISTRATION POLICY #500-01 PURCHASING

Effective Date: December 16, 2009

Approved By:

I. PURPOSE: The purpose of this policy is to establish internal control over the expenditure of public funds for the procurement of goods and services.

II. POLICY STATEMENT: All Department of Professional and Occupational Regulation procurements shall be conducted in accordance with the Virginia Public Procurement Act (VPPA), the DPS Agency Procurement and Surplus Property Manual (APSPM), the Department of Accounts Commonwealth Accounting Policies and Procedures (CAPP) Manual and all DPOR policies and procedures, regardless of the funding source. The Department shall boost competition by utilizing the Virginia electronic procurement system (eVA) and ensuring that all qualified vendors, including small, women-owned and minority-owned businesses have access to public business opportunities.

This policy applies to all purchases of goods and services using public funds, including those made from the Board Transaction Recovery Funds. This policy does not address travel expenses, which are included in Finance Policy #700-01 Travel and Business Meals.

III. DEFINITIONS:

- Delegated Purchaser Individual authorized by the Department to purchase goods or services valued up to \$5,000.
- Goods All materials, supplies, equipment, printing and automated processing hardware and software.
- Services Any work performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition or rental of equipment, materials or supplies.
- Small Purchases Procurements under \$5,000.

IV. RELATED DOCUMENTS:

- > [Virginia Public Procurement Act \(VPPA\)](#)
- > [DPS Agency Procurement & Surplus Property Manual \(APSPM\)](#)
- > [DOA Commonwealth Accounting Policies & Procedures \(CAPP\) Manual](#)
- > [DPOR Administration Procedure #201 Purchases Up To \\$5,000](#)
- > [DPOR Administration Procedure #202 Field Staff P-Card Purchases Up To \\$5,000](#)
- > [Delegation of Purchasing Authority](#)

V. GENERAL PROVISIONS:

A. PURCHASING AUTHORITY

1. The Director of the Department of Professional and Occupational Regulation is responsible for ensuring compliance with all laws, executive orders and regulations. The Administration Director is responsible for the daily management of purchasing functions and development of purchasing policies and procedures.
2. All procurements over \$5,000 shall be handled by the Procurement Office in the Administration Section of the Administration and Finance Division.

Procedure Title:	Administration Policy #500-01 Purchasing	Effective:	12/16/2009
Submitted By:	Sandi Lewis, Administration Director	Guidance Document:	Yes
Supersedes:	Administration Policy #500-01 Purchasing (Effective 04/28/2009)		Page 1 of 2

3. Procurements under \$5,000 shall be handled by the Procurement Office unless the Director has delegated purchase authority.
4. Small purchase procurement shall be handled in accordance with [Administration Procedure #201 Purchases Up To \\$5,000](#) and [#202 Field Staff P-Card Purchases Up To \\$5,000](#). The Procurement Office shall maintain a list of all delegated purchasers and the dollar threshold assigned to each purchaser.

B. COMPLIANCE

Delegated purchasers shall adhere to their assigned spending limits and guarantee the availability of funds before making purchases. The Procurement Office shall periodically review delegated purchases to ensure compliance with the Department's policies and procedures. Employees failing to comply with established procedures or purchase items without the appropriate authority may be subject to disciplinary action and/or may be held personally responsible for the cost of the unauthorized purchase.

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