

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 (DPOR) procurements shall be conducted in accordance with the Virginia Public Procurement Act (VPPA), the DPS Agency Procurement and Surplus Property Manual (APSPM), the Virginia Information Technologies Agency IT Procurement Manual (ITPM), the Department of Accounts Commonwealth Accounting Policies and Procedures (CAPP) Manual and all DPOR policies and procedures, regardless of the funding source. DPOR shall boost competition by utilizing Virginia's eProcurement portal (eVA) and ensuring all qualified vendors; including those certified by the Department of Small Business and Supplier Diversity (DSBSD) have access to public business opportunities.

This policy applies to all purchases of goods and services using public funds, including those made from the Boards' 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 agency head to purchase goods or services within their spending limit.
- 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 up to and including \$5,000.

IV. RELATED DOCUMENTS:

- [Virginia Public Procurement Act \(VPPA\)](#)
- [DPS Agency Procurement & Surplus Property Manual \(APSPM\)](#)
- [Virginia Information Technologies Agency IT Procurement Manual \(ITPM\)](#)
- [DOA Commonwealth Accounting Policies & Procedures \(CAPP\) Manual](#)
- [DPOR Administration Procedure #201 Small Purchases](#)
- [DPOR Administration Procedure #203 Purchasing Charge Cards](#)
- [Delegation of Procurement 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 Administrative Services Director is responsible for the daily management of purchasing functions and development of purchasing policies and procedures.

2. The Procurement Office in the Administration Section of the Administration and Financial Services Division shall handle all procurements.
3. Small purchases may be delegated by the agency head to holders of small purchase charge cards.
4. Small purchases shall be handled in accordance with Administration Procedure #201 Small Purchases and #203 Purchasing Charge Cards. 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 DPOR'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.