



River Valley Workforce Investment Board

**Excerpt from the Accounting Procedures Manual
Purchasing/Procurement Policy and Procedures**

Board Approved on September 24, 2008

PURCHASES

Purchasing

1. All purchases made by the RVWIB shall be conducted to provide, to the maximum extent possible, free and open competition.
2. No officer or employee of the RVWIB in a decision making capacity shall engage in any purchasing activity if a conflict of interest, real or apparent, would be involved.
3. Officers or employees of RVWIB will neither solicit nor accept favors, or anything of monetary value from vendors, contractors, or potential contractors.
4. The RVWIB Procurement Policy and Procedures is to be followed.
5. Procurements will be completed by the staff, and approved by the Executive Director. The Executive Director will confer with the Fiscal Manager, who will jointly determine if:
 - the expenditure is budgeted;
 - the funds are available; and
 - the expenditure is allowable, **reasonable and necessary** under the grant and OMB guidelines.

Receipt of Purchased Goods

1. The RVWIB's Administrative Assistant will be the authorized receiving Agent.
2. The RVWIB's Administrative Assistant will compare the goods received to any packing list provided by the Vendor. The Administrative Assistant will sign and date the packing slip prior to forwarding it to the Fiscal Manager.
3. All verified packing lists will be given to the Fiscal Manager and be matched to the respective invoice upon its receipt.

Procurements

1. All procurements by the River Valley Workforce Investment Board (RVWIB) shall be conducted to provide, to the maximum extent possible, free and open competition. Further all procurement will comply with all applicable OMB Circulars including A-110 and A-122, and all U.S. Department of Labor Regulations.
2. Selection of vendors may occur in the following ways:
 - Small Purchase
 - Sealed Bid
 - Request for Proposal (RFP).

- Sole source of required services.
 - Non-financial Agreements of mutual accord and benefit.
3. The employees of the RVWIB will follow the “PROCUREMENT POLICIES and PROCEDURES” established and then in effect at all times.

Non-Expendable Property

1. Non-expendable property is defined as any purchase whose price is **over \$100** and has a useful life of more than one year. The policies for making purchases follow.
2. If the individual item costs less than \$500 but more than \$100, three written, phone, advertised, or catalog quotes must be obtained by the person requesting the purchase. When phone quotes are obtained they must be documented. When advertised prices or catalog quotes are used photocopies will be accepted in lieu of the quote form. All quotes must be attached to the Procurement Form or Check Request Form. The types of quotes obtained must be the same for each bidder.
3. If the individual item costs \$500 or more, three written quotes must be obtained. The request for quote must be put in writing to ensure that specifications given to bidders are consistent. When purchasing office furniture that is routinely found in supply catalogs, catalog quotes may be used. All quotes must be attached to the Procurement Form or Check Request Form.
4. If the individual item to be purchased costs over \$5,000, approval must be obtained from the Bureau of Workforce Development of the Illinois Department of Commerce and Economic Opportunity.
5. Items purchased with an acquisition value between \$100 and \$4999 will be tagged and put on the RVWIB Fixed Asset Inventory listing as soon as practicable after receipt. Items purchased for \$5,000 or more will be reported to the Bureau of Workforce Development of the Illinois Department of Commerce and Economic Opportunity, within 10 days of receipt.
6. Items purchased with an acquisition value less than \$100 may be tagged and put on the RVWIB Fixed Asset Inventory listing as soon as practicable after receipt following an assessment of potential loss. If the assessment concludes that the item can be easily removed from the office and is of a high value but less than the \$100 threshold (i.e. a calculator costing \$80 versus one costing \$10), it should be added to the inventory.
7. The Fiscal Manager will perform a physical inventory of all non-expendable property annually.

8. When loss, theft, or damage to non-expendable property occurs, the Executive Director is to be notified immediately. In case of stolen property, a copy of the police report must be provided, or a fire department report in the event of fire damaged property.
9. In no event will non-expendable property having an acquisition cost of \$5,000 or more be disposed of until written approval from the Illinois Department of Commerce and Economic Opportunity has been received.
10. Non-expendable property with an acquisition cost of less than \$5,000 will be disposed of at the discretion of the Executive Director. Disposition options include:
 - transfer of property to other federal grant sub-recipients;
 - sale of property, with the net proceeds to be returned to the program as program income;
 - donation of the property to public schools or community-based organizations; or
 - “junking” of property, which is obsolete, unusable, or in a state of disrepair.