

PROCUREMENT POLICY

Effective Date: December 17, 2015

Background: West Virginia Purchasing Division Policies and Procedures Handbook.

The annual local strategic plan requires local Workforce Development Boards to establish local purchasing procedures.

Policy: The Region VII Workforce Development Board's procurement needs will be handled by the WDB's contracted fiscal entity. The fiscal entity utilized the West Virginia Purchasing Division Policies and Procedures Handbook to procure supplies and services. The fiscal entity will utilize the procedures established in the WV Purchasing Division Policies and Procedures Handbook when procuring supplies or services for the WDB. Additionally:

- A. The WDB has granted the WDB Executive Director purchasing authority for a single purchase not to exceed \$5,000.
- B. The WDB will approve all purchases between \$5,000.01 and \$50,000.
- C. The Local Elected Officials (LEOs) will approve all purchases that exceed \$50,000.
- D. The WDB has granted the WDB Executive Director the authority to authorize Individual Training Accounts (ITAs), On-the-Job Training (OJT) contracts, and Customized Training (CT) contracts up to the maximum amount authorized by the specific policy governing the training process.
- E. The WDB has granted the WDB Executive Director the authority to approve Supportive Service Payments/Needs Related Payments up to the amount a participant is eligible.
- F. The WDB authorizes the WDB Executive Director to certify all WDB invoices and sign vendor and participant payment checks with a second signature on the check from the WDB Chair, or designee.

Questions: Questions concerning this policy should be directed to the WDB Staff by calling (304) 530-5258.

Expiration Date: Effective until rescinded or modified in writing by the Region VII WDB.



T.J. Van Meter, Executive Director

12/17/15
Date



Kathy Mason, Chairperson Region VII WDB

12/17/15
Date