

## PROCUREMENT POLICY

Effective Date: September 19, 2019

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**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 may sign vendor and participant payment checks with a second signature on the check from the WDB Chair, or designee.

**Equal Opportunity and Grievances:** The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

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**Expiration Date:** Effective until rescinded or modified in writing by the Region VII WDB.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



Date



Layne Diehl, Chairperson Region VII WDB



Date