



DCJS

Virginia Department of Criminal Justice Services

Purchasing Approval Delegation

Policy Type: Administrative

Responsible Office: Financial Services

Effective Date: March 5, 2019

POLICY STATEMENT AND PURPOSE

This policy is to formalize the Virginia Department of Criminal Justice Services (DCJS) signatory authority for agency procurements. DCJS adopts the policies set forth in the Virginia Public Procurement Act (VPPA), the Commonwealth's Agency Procurement and Surplus Property Manual (APSPM), Executive Orders, the Department of Accounts' CAPP Manual, and other pertinent regulations. All DCJS procurements shall be coordinated through Finance Services. This policy supersedes past delegation policies and is in effect from the above date until rescinded or changed by the Director.¹

WHO SHOULD KNOW THIS POLICY

This policy is applicable to all DCJS employees.

DEFINITIONS

Conference Approval Request Form – A document used to summarize the funding source and estimated expenses for a planned event.

Contract – A binding agreement enforceable by law between two or more competent parties to do or not to do something, not prohibited by law, for consideration.

Designee – The individual authorized in writing to act on behalf of another.

Emergency Procurements – A procurement that is deemed as a serious or urgent nature that demands immediate action and may be used to purchase only that which is necessary to cover the requirements of the emergency.

Goods – All material, equipment, supplies, printing, and automated data processing hardware and software.

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) – A formal agreement between two or more agencies or parties describing responsibilities, partnerships, or actions to be taken.

Procurement – The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance of delivery and processing of a final invoice for payment.

Proposal – An offer made by one party to another as basis for negotiations, prior to the creation of a contract or Memorandum of understanding or Memorandum of Agreement.

Requisition/Purchase Order – The document used to: (1) request goods or services prior to receiving a good, authorizing a service and or entering into a contract; and (2) execute a purchase transaction with a vendor/contractor. This document serves as notice to a vendor/contractor that an award has been made and that performance can be initiated under the terms and conditions of the contract.

¹ This policy is not applicable to travel requests. See DCJS Travel Policy.

Scope of Work – A document containing or incorporation by reference the specifications or scope of work and all contractual terms and conditions that is used to solicit written bids for a specific requirement for goods or nonprofessional services.

Services – Work performed by an independent vendor/contractor.

Sole Source – A sole source procurement is when there is only one source practicably available for the good or services required where competition is not available.

DELEGATION AUTHORITY

The following outlines the approval authority hierarchy for agency purchases and procurements:

- Up to \$500: Division Section Managers
- Up to \$2,500: Chief Financial Officer
Procurement Officer II
- Up to \$5,000: Division Director of Law Enforcement
Division Director of Licensure and Regulatory Services
Division Director of Programs and Services
- Up to \$15,000: Chief Deputy Director
- Full Purchasing Authority: Director or Designee

Additional Guidance:

1. The Director may elect to delegate, in writing and for specific actions, full procurement authority to the Chief Deputy Director.
2. Only the Director or designee can obligate the agency to contracts or MOU/MOA. All contracts under \$50,000 must be signed by the Director (or designee) and the Chief Financial Officer. All MOU/MOAs under \$50,000 must be signed by the Director (or designee).
3. Information Technology (IT) procurement requests shall be reviewed and approved by the Computer Services Manager within 48 hours. If the Computer Services Manager is not available, the Chief Financial Officer shall conduct the review. All IT procurement requests shall be executed in compliance with any applicable VITA regulations.
4. All purchase requests and Requisition/Purchase Orders shall be reviewed by the Budget Manager or Chief Financial Officer to ensure the obligation of funds are held in the applicable budget year.
5. All Conference Approval Request Forms shall be reviewed by the Budget Manager and Chief Financial Officer to ensure the obligation of funds are held in the applicable budget year.

Exceptions:

1. All sole source contracts shall be approved by the Director or designee. Sole source contracts more than \$50,000 must be forwarded to DGS/DPS or VITA (IT procurements) for approval.
2. Emergency procurements must be approved by the Director (or designee).

PROCEDURES

1. Requisition/Purchase Order Forms and Conference Approval Request Forms should be completed and submitted in advance of any purchase. Justification should be included in the request that explains the business need and the availability of alternative sources.
2. The Requisition/Purchase Order Forms and Conference Approval Request Forms shall be sent to Procurement or put in the *gray procurement box* outside of the Procurement Office. Email and/or eVA approvals are acceptable.
3. The Procurement Officer shall review requests for accuracy and determine whether less expensive options exist. If necessary, the Procurement Officer may discuss the request with the requestor.
4. The Chief Financial Officer or the Budget Manager shall sign the request if funding is available.
5. The Procurement Officer shall communicate the approval/denial decision from Financial Services to the requestor.
6. If the actual cost of procurement exceeds the authorized amount by (up to and including) 15%, the Procurement Officer may execute the purchase without additional signatures from Section Managers or Division Directors.

CONTACT

Feliscia Bagby
feliscia.bagby@dcjs.virginia.gov
dcjsprocurement@dcjs.virginia.gov
(804) 786-2646

RELATED DOCUMENTS

[Requisition/Purchase Order Form](#)
[Conference Approval Request Form](#)
[The Virginia Public Procurement Act \(VPPA\)](#)
[Agency Procurement and Surplus Property Manual \(APSPM\)](#)
[Commonwealth of Virginia CAPP Manual](#)



Shannon Dion
Director

March 5, 2019

Date