


WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS		POLICY
---	---	---------------

POLICY NUMBER 200.700

TITLE Purchasing Policy

EFFECTIVE DATE:	April 21, 2014
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as WDVA, to manage and direct the Agency, RCW 43.60A.040, .050, and .060.
PURPOSE:	To Provide for the control and accountability of WDVA's purchasing process.
APPLICABILITY:	All staff, work studies, contractors, volunteers and representatives of WDVA.
DEFINITIONS:	<p>Purchase: routine procurement of materials, supplies, services and equipment needed to accomplish the agency's mission.</p> <p>Emergency: unforeseen circumstance(s) beyond the control of the agency which present a real, immediate and extreme threat to the proper performance of essential functions or which may reasonably be expected to result in excessive loss or damage to property, bodily injury or loss of life.</p> <p>Emergency Purchase: a purchase for which normal competitive purchasing procedures have been waived by a declaration of emergency issued by the agency director pursuant to <u>RCW 43.19.200</u>.</p> <p>Inappropriate Purchase: Procurement of goods and/or services that are either prohibited for purchase with state funds or are obtained in a manner that does not comply with state purchasing statutes, rules, policies and procedures. Examples include, but are not limited to: purchase of alcohol; cash advances; applying emergency procedures for non-emergency purchases; and purchases for personal use.</p>

POLICY:

- I. All purchases made by WDVA personnel shall be executed and administered in accordance with applicable federal, state, and agency policies, procedures, rules, regulations and laws.
- II. Inappropriate purchases shall result in corrective action that may include loss of purchasing authority, recoupment, and disciplinary action.
- III. The WDVA Chief Financial Officer shall establish operating procedures necessary to ensure compliance with this policy.

REVIEW: This policy shall be reviewed every five years and updated as needed.


REFERENCES: RCW 43.19
RCW 43.78
RCW 43.105
WAC 236-48
State Administrative and Accounting Manual (SAAM)

SUPERSESSION DVA Policy 200.700 dated March 31, 2011.

ATTACHMENTS: None



Lourdes E Alvarado Ramos, Director



Date