

Direct Pay Purchases	POLICY	
	Document Number:	FRS-PL-027
	Version Number:	03

1.0 Purpose:

To establish the authority for Department Managers to select vendors and make purchases of an ongoing nature in those cases where the established procurement process brings no additional value to the procurement.

2.0 Scope:

This Policy applies to all VTA departments and all vendors participating in the established VTA procurement process.

3.0 Responsibilities:

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Policy and to assure organizational understanding and compliance.

4.0 Policy:

4.1 In cases where a competitive procurement process will have no impact on the price of the goods or services, those goods or services may be paid for directly if the total value does not exceed \$1,000.00. Direct Payment will be accomplished by Disbursements paying a properly approved invoice without a Purchase Order or a Contract.

4.2 The Purchasing and Materials Manager and the Disbursements Manager will monitor this process to assure that these purchases adhere to the requirements of this procedure and required documentation is maintained.

4.3 The following goods and services shall be paid for directly. This list is not intended to be complete or exclusive, rather an example of the types of purchases that are covered by this procedure. Questions as to whether a particular type of purchase is covered by this procedure should be forwarded to the Purchasing and Materials Manager.

- Publication of legal notices;
- Oral Board and meal expenses;
- Utility, pager, garbage and trash expenses;
- Business calls made from employees' personal cellular phones;
- Arbitration expenses;
- Books, magazines and subscriptions;
- Educational courses, instructor payments not to exceed \$500 per year;
- Individual, departmental or organizational memberships in professional organizations;
- Labor contract negotiation expenses;
- Mandatory payments to other governmental agencies;
- Outgoing freight bills;
- Payroll related costs, PERS, Credit Union, Insurance, Etc.
- Postage, UPS, Overnight mail, Etc.

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- Payments required by court order;
- Payments to outside legal counsel when General Counsel has approved scopes of work and hourly rates in writing;
- Employee recognition expenses;
- Food expenses for Board of Director's and Board Committee meetings;
- Leases (non-project);
- Software license renewal fees;
- Software maintenance agreements;
- Advertisements;
- Facilities use agreements;
- Quarterly payments for employer operated shuttles.

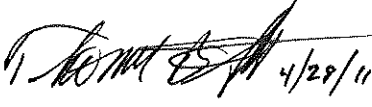
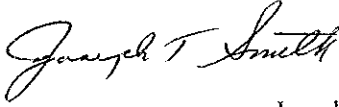
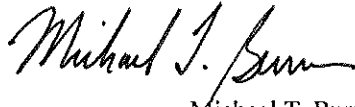
5.0 Definitions:

N/A.

6.0 Summary of Changes:

Minor wording changes resulting from a periodic review of Procedures.

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Joseph T. Smith Chief Financial Officer	 Michael T. Burns General Manager

5/11/11
Date Signed