

<b><i>PURCHASING AGENT DESIGNATION &amp; DELEGATION OF PURCHASING AUTHORITY</i></b>	<b>POLICY</b>	
	<b>Document Number:</b>	FRS-PL-010
	<b>Version Number:</b>	06

**1.0 Purpose:**

To delegate the Purchasing Agent's authority within VTA to purchase or lease all goods, services and equipment required for operation of the Authority.

**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 to assure organizational understanding and compliance with the Policy.

**4.0 Policy:**

4.1 The General Manager is the Purchasing Agent charged with the powers and duties as set forth in VTA Administration Code Section 9-2. The General Manager hereby delegates that authority as follows:

4.2 MATERIALS, SUPPLIES AND EQUIPMENT

The Purchasing and Materials Manager is authorized to execute contracts for Materials, Supplies and Equipment or other personal property up to \$100,000 per contract.

4.3 SERVICES

The Purchasing and Materials Manager is authorized to execute contracts for services up to \$100,000 per contract and for a term not to exceed three years.

4.4 LEASE RENTAL OF REAL PROPERTY OR EQUIPMENT

The Purchasing and Materials Manager is authorized to execute contracts for the rental or lease of real property or equipment up to \$100,000 per contract and for a term not to exceed three years.

4.5 CONTRACT RELEASES, TASK ORDERS, ETC.

The Purchasing and Materials Manager is authorized to approve Task Orders, Work Directives and Contract Releases against contracts executed pursuant to Sections 4.2 to 4.4 of this policy in any dollar amount.

4.6 OTHER DELEGATION

The Purchasing and Materials Manager may delegate his/her signature to other VTA employees as is deemed appropriate for ongoing business needs.

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#### 4.7 CHANGE ORDERS

Signature levels for Change Orders shall be at the dollar thresholds indicated in Sections 2.2 to 2.5 above. Any person authorized to execute Change Orders may do so in an amount that will bring the cumulative amount of a contract up to their own dollar signature limit. When the cumulative dollar value of a contract, or a set of Change Orders, exceeds their dollar limit, the person at the next higher threshold must authorize the Change Order. Thereafter, those authorized at the lower level may sign Change Orders within their authorized level until a new, higher threshold is reached.

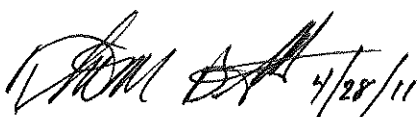
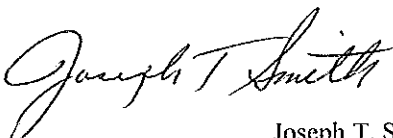
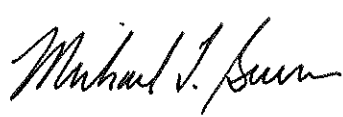
#### 5.0 Definitions:

N/A.

#### 6.0 Summary of Changes:

No change to Policy requirements. This Policy was updated to the new format.

#### 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