

SMALL PURCHASES	POLICY	
	Document Number:	FRS-PL-018
	Version Number:	1

1.0 Purpose:

To establish the policy for making purchases greater than \$3,000.00 but less than the Federal simplified acquisition threshold defined in 49 U.S.C. Section 403(11) (currently \$100,000) and California Public Contract Code Sec.20301 (currently \$100,000).

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 with this Policy.

4.0 Policy:

It is the policy of VTA that when services, supplies or other property are needed in an amount defined in Section 1.0 above, a small purchase process may be used.

4.1 The following procedures must be followed:

- CAMM staff must obtain price or rate quotations from an adequate number of qualified sources.
- The specifications must be clear and unambiguous.
- If a brand name is used in the specification, it must comply with the established Brand Name or Equal Policy.
- The procurement may not be divided to reduce the size of the procurement to avoid the additional procurement requirements applicable to larger acquisitions. The guideline for splitting purchases is the dollar value needed for the same product or service in a one year period.
- These purchases are exempt from FTA Buy America requirements.
- For Federally funded procurements, all applicable clauses and other Federal requirements must be included in solicitation.

4.2 Small purchases that are not federally funded, must comply with the dollar limits of the state of California Public Contract Code.

5.0 Definitions:

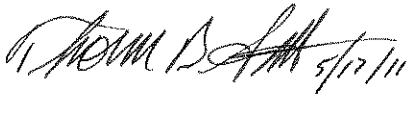

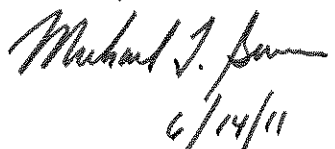
N/A.

6.0 Summary of Changes:

This policy was created as a stand-alone policy. It was formerly included in other policies.

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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	 6/14/11 Michael T. Burns General Manager

Date Signed

Original Date:	Revision Date:	Page 2 of 2
5/13/11	N/A	